

Functional Area 5.12

BASE SUPPLY SERVICE

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List of Technical Exhibits

<u>Exhibit Number</u>	<u>Title</u>
5.12-001	Contract Data Requirements Lists (CDRLs)
5.12-002	Workload Data
5.12-003	Stocked Items Inventory

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Functional Area 5.12

BASE SUPPLY SERVICE

5.12.1 INTRODUCTION

The Contractor shall provide all personnel, services, materials, supplies, supervision, and equipment, except those specified as Government-furnished, to perform all standard base supply services in support of Fort Lee, VA. These services shall consist of property control, storage, and services associated with providing and controlling supplies and materiel. The Contractor shall perform the services in accordance with the standards contained herein. The Contractor shall establish management and accounting procedures including maintenance of dollar and item summary accounts. Technical Exhibits provide expanded information for this Functional Area.

5.12.2 SCOPE OF SERVICES.

5.12.2.1 Work Description

The Contractor shall accomplish the Fort Lee Installation supply function. The Contractor shall operate Class II, III (package and bulk), IV, V, VII, and IX Supply Support Activities (SSAs) for Fort Lee. The Contractor shall perform SSA tasks in accordance with the publications listed in this document. This includes certain functions as defined herein in support of the Accountable Officer. The functions are for Stock Control operations, Property Control (i.e. Property Book), and Central Issue Facility operations which include:

- a. Requisitioning
- b. Receiving operations (does not include Government certification of acceptance which authorizes payment for goods received from commercial vendors or contractors)
- c. Storage Operations
- d. Issue Operations
- e. Disposal
- f. Cataloging
- g. Data conversion, files document control, and inventory and adjustment (except that the individual with final approval authority will be a Government employee)
- h. Item management, materiel management, and similar accounting functions except those with final approval for discretionary actions such as determining requirements and authorizing disposal, and preparing reports based on accounting functions
- i. Attending supply conferences, meetings, VTCs, and seminars

5.12.2.2 Work Management And Control

5.12.2.2.1 Operating Hours. The Contractor shall provide supply services from 0600 to 16000 Monday through Friday, excluding Federal Holidays. The Contractor shall

provide supply services during non-duty officers as required herein or as requested by the COR.

5.12.2.2.2 Appointment Letters, Signature Cards, and Delegation of Authority. The Government will provide a current file of Notice of Delegation of Authority – Receipt for Supplies (DA Form 1687) for those personnel authorized to request or receipt for supplies and equipment as specified in AR 710-2 at Contract start. The Contractor shall update the file as required to keep it current.

5.12.2.2.3 Actions Requiring Government Approval or Signature. Government personnel will serve as accountable officers, and will perform Government-in-nature functions including holding signatory authority for Materiel Inspection and Receiving Reports (DD Form 250), property disposal documents, and other documents either committing or obligating Government funds. The Contractor shall receive and maintain lists of Property Book and Accountable Officer appointments from the COR.

5.12.2.2.4 External Operating Instructions

5.12.2.2.4.1 The Contractor shall provide external operating instructions (EOI), with annual updates, for customer use of each functional activity listed (CDRL 512R001). These operating instructions shall be prepared as an annex or appendix to a Fort Lee publication. Their purpose shall be to assist and inform customers of operating policies, procedures, requirements, and responsibilities in accordance with AR 710-2, DA Pams 710-2-1 and 710-2-2 and related TRADOC publications.

5.12.2.2.4.2 The Contractor shall submit the first draft EOI to the COR for review and approval at Contract start date. Thereafter, the Contractor shall update and publish changes to the EOI as they occur. The Contractor shall submit all EOI changes to COR for review and approval before printing and distribution. The Contractor shall implement all changes to the EOI requested by the COR prior to printing and distributing the EOI.

5.12.2.2.5 Files. The Contractor shall maintain required files in each functional area of responsibility in accordance with current regulations, pamphlets, and other governing directives for those areas, and shall destroy files as required.

5.12.2.2.6 Reporting Requirements. The Contractor shall prepare, submit, and maintain all records and reports as specified herein and in accordance with the Contract Data Requirements Lists (CDRLs) found at Technical Exhibit 5.12-001

5.12.2.2.7 Correcting Errors. The Contractor shall not use correction fluid, strikeovers, or erasures to correct errors on any accountable property records unless authorized by governing directives. The Contractor shall use either black or blue ink to “line through” corrections and to annotate and initial changes above the “lined through” portion.

5.12.3 SUPPLY OPERATIONS

5.12.3.1 Information Systems

The Contractor shall use non-standard and Standard Army Management Information Systems (STAMIS) to perform the Installation Supply mission. The Contractor shall

provide data conversion, document control, inventory management, and inventory adjustment. The Contractor shall perform systems and functional analysis in support of the STAMIS used to accomplish the Installation supply mission.

5.12.3.1.1 Maintenance and Operation. The Contractor shall provide day-to-day operation of the supply STAMIS, including data input, system operation, data output, user access, operator maintenance programs, and systems administration functions.

5.12.3.1.2 Supply Management Analysis. The Contractor shall monitor STAMIS data processing cycles to identify, report, and resolve problems. The Contractor shall use outputs from the STAMIS to perform supply management analyses of optimum stockage levels, authorized stockage list (ASL) lines, and other needed information. Surveys and studies shall be performed as necessary to determine systems effectiveness, to track system performance, and to ensure that information provided is consistent with applicable Army regulations. Manager referral files shall be completed within one day for high priority requisitions (priority 01 - 08) and three days for all other transactions.

5.12.3.1.2.1 The Contractor shall review computer outputs daily to validate compliance with system objectives and policies and recommend program and control changes when appropriate.

5.12.3.1.2.2 The Contractor shall provide analyses and support based on automated information systems output to the ASL review board for modification and approval quarterly (CDRL 512R002).

5.12.3.1.2.3 The Contractor shall provide recommended Requisitioning Objectives (RO) and Reorder Points (ROP) based on automated information system outputs for each supported class of supply, and shall submit the recommendations to the COR for review, verification, and approval as required. (CDRL 512R003).

5.12.3.1.2.4 The Contractor shall research and reconcile all STAMIS Bottoms-Up Reconciliation (BUR) mismatches monthly. If the Contractor cannot reconcile the BUR, the Contractor shall inform the COR immediately and make adjustments as required by the COR.

5.12.3.1.3 Functional Analysis. The Contractor shall provide functional analysis for the resolution of problems within the automated information systems. The Contractor shall perform research of systems files and data and take other necessary actions as required to resolve information system problems.

5.12.3.1.3.1 Identify Problems. The Contractor shall monitor standard Army automated data processing cycles to identify, report, and resolve problems (CDRL 512R004). The Contractor shall serve as liaison between the automated systems support function, supply system customers, and TRADOC HQ.

5.12.3.1.3.2 System Errors. Inconsistencies noted in automated information systems shall be reported to Government automated systems support functions for resolution (CDRL 512R005). The Contractor shall provide cycle scheduling, identification of errors in input transaction, alternate plan of operation in the event of failure of the automated system, and submit recommended changes to the proponent agency's field office (CDRL 512R006).

5.12.3.1.4 System Help and Training. The Contractor shall support requests for help and provide formal and informal training to customers using STAMIS as required.

5.12.3.1.5 Supply System Inputs and Outputs. The Contractor shall use the STAMIS to enter and extract data relating to: inventory control, item identification, cataloging, pricing, stock location, sources of supplies, units of order and issue, item attributes, quantity on-hand and due-out, standby and seasonal items, excess items, and reorder points. Using STAMIS, the Contractor shall generate wholesale and local purchase requisitions, individual issue documents for customers, bills of materiel (BOM), inventory work sheets, audit trails of supply actions, listings of daily issues and receipts, local purchase requests (LPR), reorder reports, transaction histories, inventory adjustments with debits and credits, managerial reports, and product catalogs. The Contractor shall produce tapes and diskettes to interface with Government supply sources, to include but not be limited to Army Materiel Command (AMC), the Defense Logistics Agency (DLA), and the General Services Administration (GSA), for ordering and reordering of stocks, with Directorate of Contracting (DOC) STAMIS for local purchase of supplies and materiel, with financial accounting STAMISs, and with information systems of supported customers.

5.12.3.1.6 Data Entry. The Contractor shall perform all STAMIS transaction activities in accordance with applicable supply regulations and manuals. The Contractor shall manually enter data as required. The Contractor shall check manually entered data for errors. The Contractor shall also receive and analyze computer outputs for errors. The Contractor shall take necessary action to correct detected errors within one working day.

5.12.3.1.7 Regular Reporting. The Contractor shall provide, via the STAMIS, standard management reports on a daily, weekly, or other scheduled basis (CDRL 512R007). These are considered recurring reports and include due-in lists by item; dollar value of inventory, excess, stocked and non-stocked items, and activity history on selected items. Copies of recurring and non-recurring reports shall be supplied to the COR and other Government personnel as required or requested.

5.12.3.1.8 Coordination. The Contractor shall contact the National Inventory Control Point (NICP) and Major Commands to resolve technical supply problems. The Contractor shall maintain liaison with depots, organizations, and other offices on special program requirements for urgent, critical shortage, and other priority items.

5.12.3.2 Unit/Activity Supply Advice

The Contractor shall assist individual units and activities in all matters relating to the Army supply system in accordance with AR 710-2, AR 725-50, AR 735-5, STAMIS Manuals, and other published policies and procedures.

5.12.3.2.1 Meetings. The Contractor shall attend conferences, meetings, VTCs, and seminars for the purpose of learning or sharing knowledge of base supply operations and systems, and providing advice and consultation on supply issues. Meetings may be local or out of town and involve customers, peer organizations, higher headquarters, and/or system developers.

5.12.3.2.2 Unit Reviews. The Contractor shall conduct semi-annual on-site reviews of prescribed load lists (PLLs), and monthly reviews of Equipment Readiness Code (ERC-A) shortages of equipment for TRADOC units. The Contractor shall prepare and

submit findings and recommendations on required corrective action for each deficient unit. The Contractor shall submit reports to the COR within five working days of each review (CDRL 512R008).

5.12.3.2.3 Command Supply Discipline Program. The Contractor shall implement the Command Supply Discipline Program (CSDP) at Fort Lee to evaluate and ensure compliance with Army supply policy and procedures. Activities evaluated under the CSDP are the IPBO, CASCOM, ALMC, the QM School, 49th Quartermaster Group, and the 392nd Army Band.

5.12.3.2.3.1 Review Requirements Listing. The Contractor shall review Requirements Listings defined in AR 710-2, Appendix B, for completeness, develop evaluation checklists for evaluation based on the Requirements Listings, and provide them to the COR within 30 days of Contract start date. The Contractor shall implement approved evaluation checklists immediately. The Contractor shall recommend additions and modifications to the evaluation checklists to account for Fort Lee unique supply requirements on an as-needed basis.

5.12.3.2.3.2 Unmeetable Requirements. The Contractor shall receive notification (both during evaluations and at other times) from affected organizations when a requirement within the Requirements Listings cannot be met. The Contractor shall ensure that justification is included in the notification, and shall pass the notifications to the COR with recommended action.

5.12.3.2.3.3 Evaluations. The Contractor shall conduct formal CSDP evaluations for units resident on Fort Lee. The Contractor shall conduct evaluations in order to provide supervisors with feedback on their supply discipline performance, identify supply problems and resolve difficulties before they become serious, and determine if resolution of past findings is complete and appropriate.

a. Frequency. The Contractor shall perform unit-level inspections on an annual and on an as-requested basis.

b. Required Elements.

i. Evaluations shall include a review of Property Book files, document files, document registers, due-in status files, hand receipts, and the PLL of the organization.

ii. The Contractor shall also check the procedures used to request, receive, and account for property, and to return recoverable items against the Requirements Listings.

iii. The Contractor shall verify that school-trained supply personnel are assigned to and working in supply positions.

iv. The Contractor shall take a random sample of transactions from each SSA that supplies the unit with nonexpendable supplies. The Contractor shall check the random sample to see if necessary annotations were made in the document register and the Property Book. The Contractor shall also verify that copies of the documents are filed in the supporting document file.

c. Noncompliance. The Contractor shall inform the evaluated organization of areas of noncompliance during the evaluation. Personnel being evaluated may

make on-the-spot corrections. The Contractor shall record findings for each applicable requirement in the Requirements Listing. Results of the last evaluation shall also be reviewed to determine if past discrepancies were resolved. Both resolved and repeat findings shall be noted in the evaluation.

- d. Summary Briefing. The Contractor shall brief the organization's supervisor on the findings at the completion of the evaluation. For each finding, the Contractor shall ensure that the supervisor establishes, during the out-briefing, a suspense date for resolution of each discrepancy.
- e. Repeat and Major Findings. If repeat findings or major problems with procedure or policy are identified during a CDSP evaluation, the Contractor shall notify the COR immediately.
- f. Copies of Findings. The Contractor shall provide copies of each evaluation under CSDP to the evaluated organization (CDRL 512R009). The copies shall specify any noncompliance findings along with the respective suspense dates determined by the supervisor. The Contractor shall also retain a copy of the evaluation and use it for follow-up on corrective actions during the next periodic evaluation.
- g. Recommendations. The Contractor shall provide recommendations for enforcement and increased surveillance levels to the COR, to include recommendations for actions to account for lost, damaged, and destroyed property under AR 735-5 and action under the Uniform Code of Military Justice (UCMJ), if appropriate.

5.12.3.2.3.4 Maintain Files. The Contractor shall maintain files of all evaluations. Information contained in evaluation files shall include date of evaluation, organization evaluated, findings and associated suspense dates, all repeat findings, and findings of noncompliance due to circumstances beyond the control of the evaluated organization.

5.12.3.2.3.5 Summary Status Report. The Contractor shall review the results of CSDP evaluations, identify supply strengths and weaknesses throughout Fort Lee, and report to the COR the status of supply discipline and the CSDP on a quarterly basis (CDRL 512R010). The Contractor shall provide recommended actions and changes to policy as a part of the summary status report to the COR.

5.12.3.2.4 Training and Lectures. The Contractor shall provide training and lectures on various supply topics, to include, but not be limited to, request, pickup, turn-in, ammunition, ASL, and CIF procedures; supply information systems usage at the unit and intermediate levels; general supply topics; and special topics as requested by customers. Historically, approximately one class per month has been provided.

5.12.3.2.5 Technical Assistance. The Contractor shall provide technical assistance on matters relating to supply support to organizations and activities located within the Fort Lee geographical area of responsibility in accordance with AR 710-2, DA PAMs 710-2-1 and 710-2-2, AR 725-50, AR 190-51, and TMs. The Contractor shall establish and maintain liaison with supply customers and supply sources to ensure material readiness of the units. The Contractor shall distribute supply-related information to supported elements.

- 5.12.3.2.6 Property Book Advice. The Contractor shall provide assistance and advice to organizational supply personnel on the maintenance of Property Books and related documents in accordance with AR 710-2, AR 700-84, AR 735-5, DA PAM 710-2-1, and STAMIS Manuals.
- 5.12.3.2.7 Prescribed Load Lists. The Contractor shall maintain a copy of supported units' PLL in accordance with AR 710-2, and DA PAM 710-2-1. PLLs are updated monthly.
- 5.12.3.2.8 Assistance Visits. The Contractor shall perform assistance visits annually and as requested by the COR and supply units/activities at and satellited at Fort Lee in accordance with AR 710-2, Appendix B. The Contractor shall assist and advise supported units and activities in supply support and supply discipline as required. The Contractor shall assist customers in obtaining materiel shortages affecting materiel readiness.
- 5.12.3.2.8.1 Priority Assistance. The Contractor shall provide priority assistance to, and coordinate with, units under Preparation of Overseas Movement (POM) and Emergency Deployment Orders.
- 5.12.3.2.8.2 Logistics Evaluator. The Contractor shall provide a logistics evaluator during Emergency Deployment Readiness Exercises (EDREs) and serve as point of contact for supply activities. The logistics evaluator shall be available at all times during duty hours and shall be on-call during non-duty hours.
- 5.12.3.2.9 Equipment Loans. The Contractor shall loan equipment to customers when requested. If a licensed operator is not available, the Contractor shall also provide an equipment operator. Approximately three equipment loans are made per year.

5.12.3.3 Customer Requests for Supplies and Materiel

- 5.12.3.3.1 Catalogues and Information. The Contractor shall provide, close to or in the area where requests are processed, available supply catalogues, brochures, and manuals in order that customers may review them and ensure that appropriate items are obtained. The Contractor shall provide instruction to the customer, when requested, on the use of these publications.
- 5.12.3.3.2 Process Requests for Supplies and Materiel
- 5.12.3.3.2.1 The Contractor shall ensure that each customer request is accompanied by the appropriate request form (DA Form 2765-1, DD Form 1348 series, DA Form 3953, DA Form 3161, or DA Form 581 (Ammunition)), and that the form contains accurate data as required by DA Pams 710-2-1 and 710-2-2. The Contractor shall perform format/accuracy edit to coincide with STAMIS system requirements. The Contractor shall perform a 100% review of the accuracy of all data contained in requests and shall process the request on the day of receipt. Historically, approximately 2,500 reviews per month are performed.
- 5.12.3.3.2.2 If the supplies and materiel are available for issue, the Contractor shall issue the supplies and materiel to the customer in accordance with Section C-5.12.3.5 below.

5.12.3.3.2.3 If the supplies and materiel are not available for issue to the customer, the Contractor shall inform the customer of this status, and shall then initiate due-out procedures.

5.12.3.3.3 Accuracy and Timeliness. The Contractor shall meet established working time maximums for each level of requisition priority in accordance with AR 710-2 and shall ensure that automated reorder procedures for warehouse and ASL stocks provide correct and timely reordering.

5.12.3.3.4 Status and Modifications. The Contractor shall provide current order status to customers upon request. The Contractor shall update the status of items on order in STAMIS as further data becomes available. The Contractor shall review all documents submitted by customers to update order status. Such documents include, but are not limited to, requests for improved delivery date, priority modification, or cancellation requests. The Contractor shall process them on the day of receipt.

5.12.3.3.5 Follow-Up. The Contractor shall conduct follow-up and backorder reconciliation actions and notify affected customers of information obtained. The Contractor shall respond to all requests for follow-up Document Identifier Code (DIC) and queries from authorized customers within two working days. The Contractor shall maintain an informal log of verbal queries to record document number, date of request, requestor, and date status given to requestor. The Contractor shall report discrepancies that cannot be resolved to the COR (CDRL 512R011).

5.12.3.3.6 Hand Carries. When stock is on hand, the Contractor shall process request for issue on a hand carry basis, as approved by the COR, for emergency, pacing, mission essential, and not mission capable supply (NMCS) requests. The request for issue shall be processed through STAMIS within one hour after receipt of the request for issue. When stock is not available for issue, the Contractor shall annotate the document as a warehouse denial. The warehouse denial rate shall not exceed one percent per month of the total Materiel Release Orders (MROs). Historically, an average of 35 hand carries are processed per month.

5.12.3.3.7 Manual Requests. The Contractor shall process requests requiring manual processing within one working day after the request is received from the customer.

5.12.3.3.8 Priority Requests. The Contractor shall process priorities 01 through 08 (see Definition Section for detailed description of each priority) off-line whenever STAMIS does not process for more than 24 working hours. The Contractor shall check availability of stock in storage. If stocks are on hand, the Contractor shall issue them to the customer. If stocks are not available, the Contractor shall process requisitions off-line to the NICP/DLA.

5.12.3.4 Requisitions and Purchases

5.12.3.4.1 Standard Requisitions. The Contractor shall prepare and submit manual and automated supply documents to National Inventory Control Points (NICPs), Defense Logistics Agency (DLA), and General Services Administration (GSA) on a daily basis. The Contractor shall monitor requisition priority in accordance with AR 710-2 and 725-50 and shall report findings monthly to the COR (CDRL 512R012).

5.12.3.4.2 Non-Standard Requisitions. The Contractor shall process requests for non-standard or local procurement items when the items are not available from the

Federal Supply System. The Contractor shall process purchase requests for local purchase and equipment lease in accordance with AR 37-1. The Contractor shall review all non-standard and local procurement requests for accuracy, and shall contact the customer or the COR for corrections when discrepancies are identified.

5.12.3.4.2.1 Input. The Contractor shall input local purchase requests into STAMIS within one working day after receipt.

5.12.3.4.2.2 The Contractor shall prepare and submit purchase requests to the Directorate of Contracting (DOC). The Contractor shall maintain a suspense file of purchase requests.

5.12.3.4.2.3 The Contractor shall process local purchase obligation transactions into STAMIS.

5.12.3.4.2.4 The Contractor shall process receiving reports and provide them to the COR (CDRL 512R013).

5.12.3.4.2.5 The Contractor shall process correspondence to effect follow-up, cancellation, modification, and to request disposition instructions for discrepant shipments. The Contractor shall implement disposition instructions on receipt.

5.12.3.4.2.6 The Contractor shall process each DD Form 1155, Purchase Order into STAMIS within two working days after receipt of the purchase order.

5.12.3.4.3 Other Requisitions. The Contractor shall requisition materiel and supplies based on demand arising from automated reorder procedures and from requests that cannot be filled with stocks on hand. The Contractor shall input requisitions for Preparation for Overseas Movement (POM) as directed by higher headquarters and AR 220-10.

5.12.3.4.4 Document Control and Files. The Contractor shall process transactions in and out of the supply STAMIS every two hours each workday. The Contractor shall process close out cycles one hour before close of business.

5.12.3.4.5 Manager Review. The Contractor shall determine the cause when a manager review is required and process corrective action within one working day of receipt. Transaction documents that require financial adjustment or correction affecting the stock fund shall be forwarded to the COR two working days from time determination is made that financial adjustment or correction is required. The Contractor shall contact customers whenever additional information is required for corrective action. The Contractor shall maintain a log of these transactions and request customer response within one workday. In the event the customer fails to respond within one workday, the Contractor shall furnish information on the transaction to the COR for resolution.

5.12.3.5 Receipt of Supplies and Materiel

5.12.3.5.1 Documentation

5.12.3.5.1.1 Sort and Verify Documentation. Upon receipt, all associated documents shall be date/time marked and legibly signed by the Contractor for verification purposes. Procurement documents shall be placed with the items when items are received. These documents shall be used to verify accuracy of shipments, receipt

of items, and as source documents for obligation and receipt input into the STAMIS. The Contractor shall verify local purchases against Purchase Orders. The Contractor shall research and identify recipients of depot and local purchase deliveries when they are not identified in shipping documents.

5.12.3.5.1.2 Missing and Incomplete Documentation. In the case of no documentation, the Contractor shall prepare a DD Form 1348-1 as to content of shipment and shall post transaction(s) into the STAMIS. The Contractor shall complete or prepare receipt documents on all incoming shipments, ensuring that necessary information, such as correct accounting classification and document number, are recorded thereon. The Contractor shall create a DD Form 1348-1, DOD Single Line Item Release/Receipt Document, in accordance with AR 725-50, for supplies, materiel, and items of equipment that are received without a DD Form 1348-1.

5.12.3.5.1.3 Process Documentation. The Contractor shall process all receipt documents and update stock records accordingly. The Contractor shall process local purchase receipt documents in order to meet the Prompt Payment Act requirements and send receiving reports to the Defense Accounting Office within five working days after acceptance of supplies in accordance with AR 37 series. The Contractor shall forward, on a daily basis, the receiving documents to the COR for certification of receipt and acceptance (CDRL 512R014). The Contractor shall reconcile paid in-transit listings on a quarterly basis.

5.12.3.5.2 Verify Receipts. The Contractor shall check received new materiel against local purchase documents, depot documents, and vendors' shipping documents in order to verify that the identity and quantity of the item received is the same as the identity and quantity of the item ordered.

5.12.3.5.3 MILSTRIP Receipt Processing. The Contractor shall process necessary receipt/confirmation documentation to support all MILSTRIP receipts in accordance with AR 725-50, Chapter 5.

5.12.3.5.4 Check Shipments. The Contractor shall check items for physical damage incurred during shipment upon receipt.

5.12.3.5.4.1 Visible Discrepancies. The Contractor shall notify the vendor when discrepancies are identified and shall follow vendor instructions in preparing returns of items to vendors. The Contractor shall process system-generated (STAMIS) Standard Form (SF) 364, Report of Discrepancy (ROD), when discrepancies in MILSTRIP requisitions are discovered and shall forward the SF 364 to the appropriate agency (CDRL 512R015). The Contractor shall prepare and process other RODs as required. The Contractor shall initiate a discrepancy in shipment report, SF 361, against carriers, shippers, or other agencies responsible for discrepancies in accordance with AR 55-38 and AR 735-11-2 (CDRL 512R016). Historically, approximately 100 SF 361s and SF 364s are prepared per year.

5.12.3.5.4.2 Concealed Discrepancies. The Contractor shall process receipts containing concealed discrepancies on an individual basis at time of discovery. The Contractor shall prepare and process RODs in accordance with AR 735-5 and AR 735-11-2.

5.12.3.5.5 COMSEC Shipments. The Contractor shall not open shipments marked for COMSEC accounts. The applicable COMSEC activity shall be notified within one hour of receipt of a COMSEC shipment. Security requirements for safeguarding COMSEC shipments shall be adhered to strictly. Shipments of controlled cryptographic items shall be safeguarded in accordance with TB 380-40-22 and other applicable guidance. Historically, approximately six COMSEC shipments are received per month.

5.12.3.6 Issue

The Contractor shall ensure that undamaged supplies and materiel, of the correct type and proper quantities, are issued to customers in a timely fashion. The Contractor shall handle all issues in accordance with AR 710-2 and STAMIS Manuals.

5.12.3.6.1 The Contractor shall print MROs produced by STAMIS as required. The Contractor shall process confirmation transactions as prescribed in STAMIS manuals.

5.12.3.6.2 The Contractor shall issue incoming supplies only to customers who are authorized to receive shipment on an approved DA Form 1687.

5.12.3.6.3 Customer Service/Assistance

5.12.3.6.3.1 Waiting Time. The Contractor shall ensure that customers are waited on by Contractor supply personnel within 15 minutes after customer arrival at the Contractor issue point.

5.12.3.6.3.2 Supply Information. The Contractor shall provide supply information, stock numbers, product, and local purchase information as required for the customer to make an informed request.

5.12.3.6.3.3 Delivery Information. The Contractor shall answer requests for status of requisitions, perform cancellations, and track payment discrepancies as required for local and wholesale purchases.

5.12.3.6.3.4 Issue Time. The Contractor shall issue supplies within three hours of receipt of a valid request document for high priority items or one working day for normal priority items, unless the item is due-out. In that case, the supplies shall be issued within these time frames after arrival and processing of supplies. The Contractor shall place direct delivery shipments in customers' bins within one working day after the shipment is received at Fort Lee.

5.12.3.6.3.5 Delivery. The Contractor shall provide delivery services to customers who are unable to pick up items in accordance with Section C-5.11.6.7 of this Contract.

5.12.3.6.4 Documentation. The Contractor shall issue supplies upon receipt of a valid request for issue and when supplies or materiel are available to fulfill the request. The Contractor shall ensure that all customers have a current Notice of Delegation of Authority – Receipt for Supplies (DA Form 1687) on file prior to issue. The Contractor shall issue materiel when presented with the following valid request documents, after ensuring that all data therein is correct:

5.12.3.6.4.1 Request for Issue or Turn-in (DA Form 2765-1)

5.12.3.6.4.2 DOD Single Line Item Release/Receipt Document (DD Form 1348 series)

5.12.3.6.4.3 Request for Issue or Turn-in of Ammunition (DA Form 581)

5.12.3.6.4.4 Request for Issue or Turn-In (DA Form 3161)

5.12.3.6.5 Update STAMIS. At the time of issue, the Contractor shall either manually enter the Management Control Number (MCN) or National Stock Number (NSN) for each item, and quantity being issued, into STAMIS, or optically scan each item's bar code and manually input quantity. The automated information system shall generate the equivalent of DD Form 1348-1 with appropriate information. The Contractor shall provide the customer with a copy of the computer generated DD Form 1348-1 and shall place a copy in the Contractor's record file (CDRL 512R017). The Contractor shall process issue transactions into STAMIS within one working day of issue.

5.12.3.6.6 Stock Selection. The Contractor shall perform the actual stock selection portion of the issue process in accordance with STAMIS Manuals and ARs 710-2 and 725-50.

5.12.3.6.6.1 Upon receipt of an issue document (DA Form 2765-1, Request for Issue or DD Form 1348-1A), the Contractor shall select stock from the location, sign the issue documentation, attach the document to the materiel, and move the materiel to the designated issue area. The Contractor shall verify that the materiel is the materiel requested, and that quantity and condition specified on the issue document are correct before issuing to customer.

5.12.3.6.6.2 The Contractor shall require the customer to sign and date each of the three receipt document copies. The Contractor shall give one copy of the issue document to the customer with the issued item, retain one file copy, and distribute the remaining copies in accordance with DA PAM 710-2-2. The Contractor shall perform stock selection in accordance with the UMMIPS, as outlined in AR 725-50.

5.12.3.6.6.3 Warehouse Denials. The Contractor shall research all warehouse denials within one working day. If the item cannot be found, the Contractor shall notify the COR that day.

5.12.3.6.6.4 Storage Discrepancies. The Contractor shall note any discrepancies discovered during stock selection or routine surveillance. Examples include empty bin locations, misplaced stock, and stock deterioration. The Contractor shall resolve discrepancies expeditiously in whatever manner is necessary to resolve the problem, i.e., replenish bins from bulk location, re-identify or reclassify and relocate stock, perform location deletions, or perform reconditioning. The Contractor shall contact the COR, in writing, if discrepancies cannot be resolved.

5.12.3.6.6.5 Security. The Contractor shall perform necessary action to protect all items from damage and maintain physical security in accordance with DOD 4145.19-R-1, AR 190-51, TM 743-200-1, and DA Pam 25-380-2 until items are released.

5.12.3.7 Dues-Out/Dues-In

5.12.3.7.1 Arrival of Due-In Items. The Contractor shall notify customers when items previously unavailable (dues-in) are ready for pickup. The Contractor shall create and

maintain listings for each customer for whom supplies and materiel are on order (due-out) until the requests for supplies and materiel are satisfied. The Contractor shall issue these items to customers in accordance with Section C-5.12.3.5.

- 5.12.3.7.2 Overdue Items. The Contractor shall review the dues-out/dues-in lists on a weekly basis to determine if any items are overdue from the vendor. On any item more than three days overdue, the Contractor shall contact the vendor for current status and take appropriate further action.

5.12.3.8 Stock Control

- 5.12.3.8.1 General. The Contractor shall maintain control of stock items in accordance with AR 710-2 and STAMIS Manuals. The Contractor shall process all stock fund/non-stock fund transaction data through data conversion of source documents into STAMIS. The Contractor shall operate data processing equipment to prepare data for computer input; process supply requests; catalog; prepare demand histories; compute ASL and PLL; manage inventories; and assist customers in resolving supply system problems.

- 5.12.3.8.2 Operate Stock Record Account. The Contractor shall operate a stock record account for all supplies, except real property and Contractor acquired property, in accordance with the policies and procedures contained in AR 710-2, DA Pam 710-2-2, and AR 735-5. The Contractor shall manage the Stock Record Account (SRA), maintain accountability records, voucher registers, and stock control in accordance with applicable regulations and directives.

- 5.12.3.8.3 Program Operations. The Contractor shall perform stock control functions in accordance with AR 220-10, AR 700-43, AR 700-58, AR 700-64, AR 700-131, AR 708-1, AR 710-1, AR 710-2, AR 710-3, AR 725-50, AR 735-5, AR 735-11-2, DA Pam 700-30, DA Pam 710-2-1, DA Pam 710-2-2, DA Pam 710-4, DA Pam 711-4, DLA Handbooks 4215-1 through 4215-53, SB 708-3400-2 through SB 708-7440-1, STAMIS TMs, and current rate messages.

- 5.12.3.8.4 Stock Record Account Files.

- 5.12.3.8.4.1 ASL Files. The Contractor shall maintain files including the following information associated with all ASL items:

- a. Stock number.
- b. Ownership/purpose code.
- c. Project code.
- d. Date of the last change to the stockage code or level authorized.
- e. RO.
- f. ROP.
- g. Safety level.
- h. Stockage code.

- 5.12.3.8.4.2 Authorized Stockage Lists. The Contractor shall review demand history files in accordance with applicable directives, and shall convene, on a semi-annual

basis, an ASL review board to validate demand criteria for the ASL. The board shall consist of a Government representative; senior functional Contractor representatives from supply, maintenance, and storage; and customer representatives. The ASL review board shall utilize information available from STAMIS and other input sources, and shall submit recommendations for modifications to ASLs to the COR for approval. Upon approval, the Contractor shall implement all ASL modifications.

5.12.3.8.4.3 Stockage Levels. The Contractor shall maintain stockage levels for all ASLs based upon RO values. The Contractor shall obtain the approval of the COR before changing any established levels, establishing any new levels, or deleting any existing levels of ROs.

5.12.3.8.4.4 Availability Balance File (ABF). The Contractor shall maintain up to date information in the ABF to identify actual assets on hand. The ABF shall contain the following for all assets on hand:

- a. Stock number.
- b. Ownership/purpose code.
- c. Condition code.
- d. Quantity on-hand.
- e. Date of last inventory.
- f. Serial number for the following:
 - i. Items with a US Army registration number (record the registration number as the serial number).
 - ii. Items listed in the AMDF with a CIIC other than U or blank when the item has a serial number.
 - iii. IMPE and external peripheral components (excepting keyboards and Tier III items (less CCI)).
 - iv. Class 5 items (include both lot number and serial number).

5.12.3.8.4.5 Due-In Files. The Contractor shall maintain due-in files to identify assets due in to the SRA. The files shall contain the following information:

- a. Stock number.
- b. Document number.
- c. Quantity due in.
- d. Source due in from.
- e. Project code (if any).
- f. Current status.
- g. Estimated delivery date.
- h. Date of last follow-up.

- i. Detailed transportation control number.
 - j. Consolidated transportation control number.
 - k. Priority.
 - l. Type of due-in (for example, temporary loan distribution, wholesale).
- 5.12.3.8.4.6 Due-Out Files. The Contractor shall maintain due-out files to identify unfilled customer requirements. The files shall contain the following information:
- a. Stock number.
 - b. Document number.
 - c. Quantity due out.
 - d. Project code, if any.
 - e. Date of last follow-up.
 - f. Priority.
- 5.12.3.8.4.7 Reconciliation and Validation. The Contractor shall perform an annual reconciliation and validation for all due-out and due-in supplies and equipment. The Contractor shall keep due-in files synchronized with the due-out files and conduct routine reconciliations with customer units. The Contractor shall provide due-out status to units due to actions taken to reconcile and validate due-in lists (CDRL 512R018).
- 5.12.3.8.4.8 Transaction History Files. The Contractor shall maintain transaction history files to record activity in the SRA and to provide an audit trail. The Contractor shall retain transaction history files for 24 months.
- a. The Contractor shall maintain hard copy documents with signatures for receipt, issue, turn-in, and balance adjustment transactions for items with a CIIC of 1-6, 7, 8, 9, \$, N, P, Q, R, Y (night vision devices), and an ARC of N (nonexpendable). The Contractor shall ensure that all applicable serial and registration numbers are included. The Contractor shall maintain hard copy files on microfiche or other suitable media. The Contractor shall file all required supply documents within three working days after the documents are received.
 - b. The Contractor shall maintain automated transaction history files. The files shall include, at a minimum, the following transactions to support the above hard copy documents:
 - i. Receipts
 - ii. Adjustments
 - iii. Issues
 - iv. Turn-Ins
 - v. Stockage code changes
 - vi. Stockage level changes

5.12.3.8.4.9 Demand History Files. The Contractor shall maintain demand history files to record recurring requirements. Demand history files shall include:

- a. End item code.
- b. Stock number.
- c. Frequency of demand by month for the previous 12 months.
- d. Quantity demanded for the previous 12 months.
- e. For receipts from higher supply sources, the average order ship time for the previous 12 receipts.
- f. For items repaired at supporting maintenance as a source of supply, the average repair cycle time (starting from original turn-in document date, and ending at the return to stock posting) for the previous 12 repairs.
- g. Quantity repaired and returned to stock as a source of supply for the current and previous 24 months.

5.12.3.8.4.10 Temporary Loan File. The Contractor shall maintain a temporary loan file including each temporary loan transaction.

5.12.3.8.4.11 Voucher Register. The Contractor shall maintain a voucher register and shall assign voucher numbers to all transactions that affect the SRA balance. Vouchers with customer unit document numbers shall not be recorded in the voucher register, except for ammunition accounts. The voucher register shall contain the following data elements:

- a. Account number (DODAAC).
- b. Page number.
- c. Voucher number.
- d. DODAAC.
- e. Julian date.
- f. Four position serial number.
- g. To or from.
- h. Stock number.
- i. Date completed.

5.12.3.8.5 Demilitarization Instructions. The Contractor shall process demilitarization (DeMil) instructions in accordance with applicable DOD and DA policy for all classes of supply managed by the DOL.

5.12.3.8.6 DODAAC Coordinator. The Contractor shall perform all functions of the DODAAC coordinator and operate the Army Network Station for Installation supported units, activities, and organizations in accordance with AR 725-50. The Contractor shall prepare and process changes to various DODAAC files as required.

- 5.12.3.8.7 Stock Fund. The Contractor shall correct all problems pertaining to the cash flow of the Army Stock Fund immediately upon identification of the problem in accordance with STAMIS Manuals and AR 37 series. The Contractor shall review, validate, and research on a daily basis automated management tools, i.e., Obligation Authority ALF-15F, In-Transit ALF-21I, Undelivered Orders ALF-21G, Depot Return ALF-21K, Financial GLAC's 1020 and 1391 against ALF-14A, one line print ALF-23A, Ledger History, ALF-40A and Daily Ledger History, ALF-25A, and output from STAMIS to reconcile problems. The Contractor shall notify the COR in writing if an unresolved problem persists.
- 5.12.3.8.8 Document Register. The Contractor shall control release of all manually assigned document numbers in accordance with AR 710-2.
- 5.12.3.8.9 Item Controls. The Contractor shall apply item controls on certain mission-essential and high dollar value items, items in critical supply, mobilization reserves, and special project stocks within parameters established by higher headquarters in accordance with STAMIS Manuals, AR 710-2, and AR 725-50. Historically, an average of 40 item controls are placed per month.
- 5.12.3.8.10 Update Tables. The Contractor shall update the Code Table Storage operation Module Tables and Demand Analysis Tables files as required or when requested by supported units and activities or the Combined Arms Support Command (CASCOM) Headquarters at Fort Lee, VA.
- 5.12.3.8.11 Quarterly Materiel Obligation Validation (MOV). The Contractor shall perform all requirements for accomplishing the validation with the NICPs.

5.12.3.9 Asset Reporting

- 5.12.3.9.1 Personnel. The Contractor shall designate, in writing, individual(s) to perform the duties of Installation SASSO, CCISSO, CSSO, and SIMS-X Project Officer in accordance with AR 710-3. Written designation shall be submitted to the Contracting Officer within 30 calendar days of Contract start date. Designated individuals shall perform all duties of the SASSO, CCISSO, CSSO, and SIMS-X Project Officer as defined therein.
- 5.12.3.9.2 The Contractor shall maintain the Fort Lee Department of Defense Small Arms Serialization Program (DODSASP), Radiation Testing and Tracking System (RATTS), and Controlled Cryptographic Items Serialization Program (CCISP) in accordance with AR 710-3 and AR 190-11. The Contractor shall report all receipts, issues, turn-ins, shipments, inventory adjustments, or any other transaction that affects the equipment balance to the Department of the Army Central Registry in accordance with AR 190-11 and AR 710-3 with applicable supplements (CDRL 512R019). A reconciliation with the DA Central Registry shall be performed annually, based upon DA directives. Reconciliation with user units shall be performed annually.
- 5.12.3.9.3 The Contractor shall maintain the Central Collection Agency (CCA) for the Continuing Balance System Expanded (CBS-X). The CCA shall function as the coordinator between unit/activities submitting data to the Industrial Operations Command. The CCA shall comply with procedures contained in AR 710-3.
- 5.12.3.9.3.1 The Contractor shall control and administer the monthly and quarterly Dues-Out Reconciliation in accordance with AR 710-2 and STAMIS Manual.

- 5.12.3.9.4 The Contractor shall operate a PROCOM PLUS to access Logistical Intelligence File (LIF), Catalog Data Agency (CDA), and CBS-X. to obtain and provide data.

5.12.3.10 Cataloging

- 5.12.3.10.1 Maintain Catalog. At Contract start, the Government will provide the Contractor with a block of MCNs to be used for stock items that do not have a valid MCN or NSN. The Contractor shall maintain the Fort Lee Federal Cataloging system on a monthly basis, purging all non-supported MCNs and duplicate numbers/items. The Contractor shall ensure that a standard format is used to identify all items in the catalog. The Contractor shall also maintain the MCN control system.
- 5.12.3.10.2 Management Control Number (MCN). The Contractor shall maintain a register and assign MCNs to supported activities in accordance with AR 708-1. Historically, an average of 500 MCNs are assigned to supported activities per year.
- 5.12.3.10.3 Research and Update Catalog. The Contractor shall research the Federal Cataloging System to determine if a requested item without a valid MCN or NSN item is in the catalog. If the item is in the catalog, the Contractor shall enter the MCN or NSN on the customer's DA Form 3161 and shall place the DA Form 3161 in the Reorder File. If the requested item is not in the catalog, the Contractor shall assign a MCN to the item and enter the item in the catalog, shall enter the MCN or NSN on the customer's DA Form 3161, and shall place the DA Form 3161 in the Reorder File. Historically, an average of 150 catalog entries are made per month. The Contractor shall include the following information in the item's catalog entry:
- a. MCN
 - b. Description
 - c. Unit of Issue
 - d. MATCAT Structure Code
 - e. Supply Category Materiel Code
 - f. Unit Price

5.12.3.11 Inventory

- 5.12.3.11.1 Initial Inventory. The Government will furnish a copy of the inventory of supplies and materiel furnished to the Contractor on the Contract start date. The Contractor shall perform an initial physical inventory of sensitive operational and SSA stocks in accordance with AR 190-11, and AR 710-2 and AR 380-40, and shall reconcile the physical inventory with the Government-furnished inventory within 30 days of Contract start date. All discrepancies shall be brought to the attention of the COR.
- 5.12.3.11.2 Physical Inventories. The Contractor shall conduct an annual wall-to-wall closed inventory of supplies and equipment located in facilities of the General Supply Account. The physical count shall be accomplished at a time determined by the COR. The COR will provide at least a 30-day notice of inventory start date and completion

dates. The Contractor shall conduct a location survey prior to annual inventory to identify locations of supplies and materiel.

5.12.3.11.2.1 During the inventory period, the Contractor shall support emergency requests and priority designator 02 through 08 requests for issue on a post-post basis.

5.12.3.11.2.2 Results. Inventory results using a Contractor format shall be reported to the COR for review and verification. (CDRL 512R020). The Contractor shall include locations on inventory documentation. The Contractor shall post results into STAMIS with three working days after completion of inventory.

5.12.3.11.2.3 Discrepancies. The Contractor shall adjust inventory discrepancies in accordance with AR 710-2, AR 35-5, and DA Pam 710-2-2 and shall generate a printed Inventory Adjustment Report (CDRL 512R021) and an updated inventory and shall furnish the original documents of both to the COR annually no later than close of business 30 November. The COR shall have final approval of all accountability adjustments.

5.12.3.11.3 Special Inventories. The Contractor shall conduct special inventories of materiel identified by the Government in accordance with AR 710-2 and AR 735-5.

5.12.3.11.3.1 Weapons. The Contractor shall perform monthly inventories of weapons in its control. The Contractor shall report weapons inventory discrepancies to the COR immediately.

5.12.3.11.3.2 The Contractor shall perform quarterly inventories of ammunition in its control. The Contractor shall report ammunition inventory discrepancies to the COR immediately.

5.12.3.11.4 Installation Property Book Office Inventories. The Contractor shall conduct annual, semi-annual, and sensitive item inventories of non-expendable, expendable, and durable Property Book stocks (CDRL 512R022) when requested by the COR in accordance with AR 710-2 and DA Pam 710-2-1. The Contractor shall also conduct location surveys when requested by COR.

5.12.3.11.5 Abandoned Property Inventories. The Contractor shall conduct inventories of Abandoned Government property (CDRL 512R023) in its possession in accordance with AR 710-2.

5.12.3.11.6 Successor Inventories. The Contractor shall conduct successor inventories in accordance with AR 735-5. The Contractor shall:

- a. Conduct a joint inventory of sensitive and non-sensitive SSA stocks, operational stocks, and GFP with the successor in accordance with the policies and procedures contained in AR 735-5. The inventory results shall be reported to the COR within 5 days of inventory completion using a STAMIS format or a format specified by the COR prior to the inventory (CDRL 512R024).
- b. Determine the condition of all inventoried property. The Contractor shall submit a list of material condition discrepancies to the Government within ten days of inventory completion using DA Form 4697 (CDRL 512R025), in accordance with AR 735-5.

5.12.3.11.7 Location surveys. The Contractor shall comply with inventory and location survey procedures specified in accordance with applicable regulations, and as provided by the COR. The Contractor shall perform location surveys annually in facilities of the SSA stocks. The locations surveys shall be accomplished prior to each inventory and as required by the COR.

5.12.3.11.8 Automated Information System Inventory Updates. The Contractor shall update the inventory within the automated information system as the Contractor issues from or adds to the inventory.

5.12.3.12 Tracking

The Contractor shall verify that each completed requisition, issue, or receipt document is correct. The Contractor shall ensure that data entry is accomplished for processing into STAMIS cycles.

5.12.3.13 Storage Operations

5.12.3.13.1 Operations. The Contractor shall operate the storage and warehousing functions for Class II, III, IV, V, VII, and IX supply. An inventory of Government-Furnished storage facilities is found in Technical Exhibit C-3-003. The Contractor shall provide a safe and efficient warehouse operation that best utilizes storage space and facilities in accordance with DOD Regulation 4145.19-R-1, DA Pam 710-2-2, and TM 743-200-1. The Contractor shall maintain a master facility layout (planograph) depicting the location and arrangement of storage areas. The Contractor shall ensure that items are stored so as to minimize loss, damage, and deterioration in accordance with AR 710-2.

5.12.3.13.2 Reports. The Contractor shall prepare a Storage Management report (DD Form 805) by 30 June each year, and provide it to the COR (CDRL 512R026).

5.12.3.13.3 Rotation. The Contractor shall ensure that proper stock rotation techniques are used and shall use and issue oldest items first.

5.12.3.13.4 Security. The Contractor shall ensure storage facilities meet physical security requirements in accordance with AR 190-11, AR 190-13, and AR 190-51. The Contractor shall limit access to areas where supplies and materiel are stored, to allow only authorized personnel in those areas. The Contractor shall ensure that high-value and classified items are kept in locked areas. The Contractor shall be accountable for all property transferred to storage, or to the activity to which the property is consigned, until the transfer is consummated by the signature of an individual authorized to receive property of an assigned DODAAC or his designee.

5.12.3.13.5 Area Condition. The Contractor shall maintain all warehousing and operational areas under its control in an orderly and clean condition. The Contractor shall remove all refuse and debris generated by supply operations at the end of each work day.

5.12.3.13.6 Maintenance. The Contractor shall perform preventive maintenance as required by appropriate technical manuals and manufacturer's instructions on all materiel in storage. The Contractor shall regularly inspect stored items for damage and deterioration. The Contractor shall notify the COR of all damage and

deterioration notes. The Contractor shall take corrective action as directed by the COR.

5.12.3.13.7 Loading. The Contractor shall unload and warehouse incoming shipments and load outgoing shipments in the ASP, POL, CRP, and RXA areas and other locations as directed by the COR in conjunction with supply operations.

5.12.3.13.8 Expiration. The Contractor shall review stores for expired products monthly. The Contractor shall perform shelf-life reinspection date screenings of on-hand supplies in a manner and a frequency that permits identification and reporting of items to the COR 30 calendar days prior to the expiration date of the item. When shelf-life is not extended, the Contractor shall segregate and relocate such items upon expiration of the shelf-life reinspection date period, pending receipt of disposition from the COR. The Contractor shall inspect and reclassify expired products and provide the information to the COR for development of disposition instructions (CDRL 512R027).

5.12.3.13.9 Stock Replenishment Shipments. The Contractor shall handle all stock replenishment shipments in accordance with AR 710-2, AR 725-50, DA Pam 710-2-1, DA Pam 710-2-2, and STAMIS Manuals. The Contractor shall place stock in the correct location within one working day after receiving the shipment.

5.12.3.13.10 Locations.

5.12.3.13.10.1 Locator Record Data File. The Contractor shall track and record the locations of each stored item. The Contractor shall maintain a Locator Record Data File (LRDF). The Contractor shall designate new locations for materials as required. Only one location shall be used to store all quantities of an item in any one condition in accordance with AR 725-50 and STAMIS Manuals.

5.12.3.13.10.2 Receipt Documents. After assigning a permanent location for materiel, either bulk or bin, the Contractor shall annotate the receipt document with the assigned location of the materiel. The storage code, date stored, and completed receipt document shall be maintained as a part of stock control files. The Contractor shall correct all rejects within 24 hours of notification by the COR.

5.12.3.13.10.3 Updates. The Contractor shall update stock control location information as changes occur (CDRL 512R028). All temporary and permanent changes or movements of materiel within or out of warehouse areas shall be annotated in stock control files and provided to the COR within two working days of the change or movement in accordance with location change procedures in STAMIS Manuals.

5.12.3.13.11 Storage Types. The Contractor shall provide the following types of storage.

5.12.3.13.11.1 Temporary Storage. The Contractor shall temporarily store property consigned to Fort Lee activities until the consignee can receive the property. This includes temporary storage of bulk items for units in the field or mobilized until the unit returns. Likewise, the Contractor shall temporarily store property turn-ins until owning activities receive disposition instructions.

5.12.3.13.11.2 Radioactive Materiel Storage. The Government will furnish, and the Contractor shall maintain, a centralized, secure shelter for storage of radioactive

materiel. The Contractor shall avoid unnecessary exposure of personnel to radiation. The Contractor shall maintain a capability to identify and safely store radioactive and hazardous materiel. The Contractor shall maintain appropriate markings in and around the storage area in accordance with MIL-STD 129J. The Contractor shall receive, store, issue, ship, account for and handle radioactive materiel in accordance with AR 385-11 and 700-64.

5.12.3.13.11.3 Classified, Sensitive, and Pilferable Items Storage. The Contractor shall control, manage, and use so as not to cause pilferage classified, sensitive, and pilferable items. The Contractor shall store such items in secure cages or vaults provided by the Government and maintained by the Contractor. The Contractor shall keep all such areas locked except when access is required and shall maintain strict control of all keys by serial number. The Contractor shall only allow personnel with proper clearances into secure areas. Pilferable materiel and supplies shall be stored and controlled by the Contractor in accordance with TM 743-200-1 and TM 743-200-2.

5.12.3.13.11.4 Hazardous Materials. The Contractor shall store hazardous materials, to include, but not be limited to, paints, thinner, pesticides, and petroleum products, in a safe and secure manner in accordance with 29 CFR 100-198, PL 94-469, PL 94-580, and OSHA standards. The Contractor shall not store hazardous materials in the same area as radioactive materials.

5.12.3.13.11.5 Explosive, Flammable, and Combustible Materials. The Contractor shall handle, store, and rotate materials with explosive, flammable, and combustible characteristics in accordance with DOD 4145.19-R-1. The Contractor shall perform a daily inspection of explosive, flammable, and combustible items in storage to ensure that containers are free of leaks or evident evidence of deterioration. The Contractor shall segregate containers with leaks or visible deterioration upon such determination and advise the COR orally within four hours and in writing within two workdays.

5.12.3.13.11.6 Turn-In and Scrap Storage. The Contractor shall provide warehouse support to store items and scrap turned in, and items to be disposed of. The Contractor shall store and tag these items denoting status of materiel and date materiel was placed in temporary storage awaiting turn-in.

5.12.3.13.11.7 Weapons. The Contractor shall secure all weapons that are received or turned in to Building P-6250 in accordance with AR 190-11. The Contractor shall furnish the Maintenance Division and the COR with a list of authorized personnel to enter the Arms Room.

5.12.3.13.11.8 Ammunition. The Contractor shall store ammunition at the ASP in accordance with AR 190-11, AR 385-64, DOD 5100.76-M, FM 9-13, FM 9-38, and other applicable regulations. The Contractor shall supply the COR with a list of personnel authorized to enter the ASP.

5.12.3.13.11.9 Vehicles. The Contractor shall operate a central vehicle/MHE receiving and storage point. The Contractor shall winterize and inspect vehicles in storage as required.

5.12.3.14 Movement

The Contractor shall unload, load, pack, crate, palletize, and transport items to be turned in to both remote and local sites.

5.12.3.14.1 Documentation. The Contractor shall ensure that each item requiring documentation has it attached, that the driver has a copy, and that the documentation is complete. When items are to be turned in, the Contractor shall ensure that copies of the signed documentation are retained and processed.

5.12.3.14.2 Packing. The Contractor shall pack, palletize, and crate items as required to protect them during shipment to disposition locations. The Contractor shall construct crates, cut pallets to size, and perform other construction of shipping materials as required. The Contractor shall follow all special packing instructions. The Contractor shall provide packing materials to customers as required if the customer chooses to perform packing prior to turn-in.

5.12.3.14.3 Loading and Unloading. The Contractor shall load Contractor-driven and other vehicles to transport items to disposition locations. The Contractor shall ensure that vehicles are loaded evenly, correctly for the type of vehicle being loaded, and that they do not exceed the weight limit of the vehicle type. The Contractor shall band and strap down loads as required to secure them. The Contractor shall unload trucks carrying turn-ins to be processed and shall unload items that have been transported to disposition sites. The Contractor shall provide equipment for unloading trucks at remote sites.

5.12.3.14.4 Vehicles. The Contractor shall operate tactical and non-tactical vehicles of all types, including both track and wheeled vehicles. The Contractor shall move vehicles to and from storage areas, and load, unload, and brace vehicles as required for transportation to and from Fort Lee.

5.12.3.14.5 Shipping. The Contractor shall prepare and ship items to their destination when instructed to do so. Preparation includes, but is not limited to, preparing paperwork, preparing shipping materials, and taking packages to a central shipping location.

5.12.3.14.6 Safety. The Contractor shall ensure that vehicles used for transportation are safe and carry the correct equipment required for the load, and that vehicles transporting hazardous materials carry the correct permits and markers.

5.12.3.14.7 Pick-Up. The Contractor shall pickup large amounts of materials and equipment to be turned in from customers.

5.12.3.14.8 DRMO Deliveries. Approximately two truckloads of materials shall be transported to DRMO each work day. The Contractor shall transport scrap and other materials and equipment separately, and shall separate scrap metals by type. The Contractor shall arrange for delivery, and if delivery is not possible, shall continue attempts for delivery until they are successful.

5.12.3.14.9 Materials Handling Equipment (MHE). The Contractor shall use MHE in the course of supply operations.

5.12.3.14.9.1 Log Books. The Contractor shall maintain a log book for each item of MHE. This operating log book shall include routine maintenance performed on the

MHE (e.g., brake and clutch exercises, system checks and exercises, hydraulic exercises, activations, and other requirements) and any repairs performed. The Contractor shall perform maintenance in accordance with the equipment or otherwise pertinent manual.

- 5.12.3.14.9.2 Safety Checks and Maintenance. The Contractor shall perform safety checks and first echelon maintenance at the start of each work day and shall record the result in the MHE logbook.

5.12.3.15 Installation Property Book Office (IPBO)

5.12.3.15.1 General

5.12.3.15.1.1 Property Books. The Fort Lee property books have a current value of \$(*value of property in million of dollars*) million, support (*number of hand receipt holders*) hand receipt holders and contain approximately (*total number of line items*) lines and (*total number of items*) items. The structure stipulated for the Fort Lee Installation Property Books can be found in the Technical Library.

5.12.3.15.1.2 Property Book Files. The Contractor shall maintain property book files in accordance with AR 735-5 and DA Pam 710-2-1. The Contractor shall operate and maintain the Installation, Quartermaster School, and Junior & Senior ROTCs property books. The Contractor shall use the Government-determined STAMIS for all Property Book transactions.

- a. The Contractor shall receive, edit, and process incoming documents to include requisitions, lateral transfers, statements of charges, cash collection vouchers, turn-ins, reports of survey, administrative adjustment report, ammunition requests, signature cards, and receipt documents. The Contractor shall resolve incorrect or incomplete data with the requestor.
- b. The Contractor shall prepare the DA Form 4949, Administrative Adjustment Report (CDRL 512R029), to support any adjustments that are needed to correct data in the automated property book system. All Administrative Adjustment Reports shall be approved and signed by the Installation Property Book Officer prior to entry into the automated system.
- c. The Contractor shall provide the Installation Property Book Officer, upon request, copies of all output data from the automated property book system (CDRL 512R030).
- d. The Contractor shall review purchases made directly by customers for items which are required to be accounted for in the Installation Property Books.
- e. The Contractor shall request and validate the STAMIS transaction listing daily to ensure that all property book postings are correct. Corrections will be made in accordance with STAMIS Manuals.
- f. The Contractor shall maintain document registers for expendable durable items and for non-expendable items. Document numbers shall be assigned for all supporting documentation. The Contractor shall authorize and control subordinate document registers issued to customers. The Contractor shall post current status when received in accordance with DA Pam 710-2-1. The

Contractor shall maintain document register in accordance with DA Pam 720-2-1, Chapter 2.

- g. The Contractor shall maintain document supporting file in accordance with DA Pam 710-2-1.

5.12.3.15.1.3 Hand Receipt Folders. The Contractor shall maintain a hand receipt folder for each hand receipt. The Contractor shall interface with each of the hand receipt holders and their delegated representatives (authorized customers). The Contractor shall create new hand receipt accounts, update expired hand receipt accounts, and delete outdated hand receipt accounts. The Contractor shall provide printouts of current hand receipts for supported units/activities as requested and required for inventory and other purposes (CDRL 512R031). The Contractor shall ensure approved Notice of Delegation of Authority – Receipt for Supplies (DA Form 1687) are current (correct name, signed, and dated), and on hand for each hand receipt holder.

- a. Inventory. The Contractor shall ensure that hand receipt holders perform 100% physical inventories annually, and upon a change of PBOs, prepare required documentation and make adjustments as necessary in accordance with AR 710-2 and DA Pam 710-2-1. The Contractor shall notify hand receipt holders to conduct required inventories, prepare specified documentation, and perform specified actions and reconciliations/adjustments in accordance with DA Pam 710-2-1.
 - i. The Contractor shall ensure that all items to be turned in are actually on the Hand Receipt of the activity requesting turn-in, and shall ensure that all required inspections and maintenance are complete prior to turn-in. The Contractor shall update hand receipt files as appropriate after turn-in is complete.
 - ii. The Contractor shall provide newly appointed hand receipt holders training on duties, responsibilities, policies, procedures, and regulatory requirements prior to assuming responsibility of property.
 - iii. The Contractor shall provide written policy and regulatory changes to hand receipt holders as changes occur.
 - iv. The Contractor shall brief all hand receipt holders on responsibilities for semiannual and annual updates/inventories at least two weeks prior to scheduled updates/inventories.
 - v. Lost, Damaged, or Destroyed Property. The Contractor shall receive, review for correctness, conduct and record causative research, forward to PBO for approval, assign document number, and forward to Appointing Authority, all Reports of Survey, DA Form 4697, and other authorized adjustment documents that account for lost, damaged, or destroyed property in accordance with AR 735-5. The Contractor shall take necessary actions after completion of survey results in accordance with AR 735-5.

5.12.3.15.1.4 Reconciliation. The Contractor shall provide reconciliation information to customers upon request. This requirement for information will increase during the last sixty days of the fiscal year. The Contractor shall perform monthly due-in

and due-out reconciliation conjunction with stock control activities. The Contractor shall contact units to resolve any discrepancies found and make adjustments to listing and document registers as necessary. The Contractor update stock control records when completed (CDRL 512R032). During the last sixty days of the fiscal year all price changes on requests for issue shall be coordinated directly with the program director.

5.12.3.15.1.5 Discrepancies. The Contractor shall prepare SF Form 364, Report of Discrepancy (CDRL 512R033), for all discrepancies that cannot be resolved and forward it to the Installation Property Book Officer for signature. Once signed, the Contractor shall deliver the form to stock record accounting (SRA) for further processing.

5.12.3.15.1.6 Relief From Loss Responsibility. The Contractor shall forward all memoranda requesting relief from responsibility (CDRL 512R034) for loss of personal equipment and/or durable/expendable hand tools of value less than \$100 per individual to the Installation Property Book Officer for approval.

5.12.3.15.1.7 Reports

- a. The Contractor shall edit, prepare paperwork for, complete, and correct Reports of Survey (CDRL 512R035), Cash Collection Vouchers (CDRL 512R036), and Statements of Charges (CDRL 512R037). The Contractor shall forward documentation that requires signature to the Installation Property Book Officer. The Contractor shall verify the preparation of these documents for accuracy and completeness in accordance with regulatory requirements and guidance from COR.
- b. The Contractor shall collect funds with Cash Collection Vouchers, shall deposit funds at the Crestar Bank on Fort Lee, and shall submit documentation to DAO.
 - i. The Contractor shall prepare an SF 215, Deposit Ticket, for each deposit and ensure that the banking official's signature is obtained on the SF 215. The Contractor shall retain the agency copy of the SF 215 as a file copy.
 - ii. The Contractor shall submit DD Form 1131, Cash Collection Voucher, annotated with the SF 215 number, the date, the amount of the deposit, and the accounting classification to the Defense Accounting Office the same day the deposit is made to the bank. The Contractor shall attach the memorandum and confirmed copies of the SF 215 to the front of the DD Form 1131. The Contractor shall ensure that the totals of the SF 215 and the DD Form 1131 are in agreement, and shall submit the SF 215 and DD Form 1131 package to the cashier's cage at the DAO.

5.12.3.15.2 Issues. The Contractor shall request, receive, and account for all supplies and equipment used by supported Installation activities and units as authorized by the Common Table of Allowances (CTA), Table of Distribution and Allowances (TDA), or special authorization (Equipment Justification and Approval Form, QMFL Form 307). This shall include equipment used by the Government staff and Government - furnished property. Services required are as specified using the instructions and procedures contained in AR 710-2, AR 735-5, DA Pam 710-2-1, the SPBS-R Manual, and future automated systems as implemented by the Government.

5.12.3.15.2.1 Issue Initiation

- a. The Contractor shall refer requests for medical supplies to Installation Medical Supply Activity (IMSA).
- b. The Contractor shall receive DA Form 2765, Request for Issue or Turn-In, from customers requesting issue of equipment. The Contractor shall determine if the request is signed by personnel authorized to request equipment.
- c. After verifying that the request has the proper signatures, the Contractor shall edit the request to ensure accuracy.

5.12.3.15.2.2 Issue Authorization. The Contractor shall determine if the request is authorized for issue to the customer.

- a. The Contractor shall research the Table of Distribution and Allowances (TDA) and Common Tables of Allowances (CTA) for Standard Line Items of Equipment and other authorizing documents such as special letters of authorization and technical manuals.
- b. The Contractor shall verify Directorate of Resources and Management approval of nonstandard commercial equipment/Base Level Equipment.
- c. The Contractor shall verify that the Directorate of Information Management (DOIM) has provided written approval for the procurement of ADPE, Micro-graphics Equipment and Copier Equipment.
- d. The Contractor shall ensure high priority requests have been authenticated by commanding officers of requisitioning activities prior to processing by the Contractor in accordance with AR 725-50 and DA Pam 710-2-1. The Contractor shall process PD 01-06 requests the same working day as received.

5.12.3.15.2.3 Issue Completion. After all authorizations are completed, the Contractor shall complete the request process in accordance with DA Pam 710-2-1.

- a. The Contractor shall schedule, deliver, and complete the issue of equipment on hand or received for issue within three work days for hand receipts. The Contractor shall record on the DA Form 3161 the make, model, and serial number of issues where appropriate. The Contractor shall affix the Fort Lee Warranty Sticker on items that are under warranty.
- b. The Contractor shall hand carry requests to be filled from Supply Support Activity stocks to the appropriate SSA within eight work hours after funds have been certified.
- c. The Contractor shall prepare documentation for processing the transaction to the next level of supply if an item is not available in the warehouse to issue or is not available from redistribution. Documents may include: Purchase Request and Commitment (DA Form 3953, and Issue Release/Receipt Document (DD Form 1348 series).

5.12.3.15.2.4 Additional Processing/Editing. Customer requests for certain items of equipment shall require additional processing/editing by the Contractor.

Approximately ten percent of all requests require special processing. The following items are included in this category:

- a. Ammunition. Pickup of ammunition shall be coordinated with the Ammunition Supply Point and the requesting activity.
- b. Defense Reutilization and Marketing Office (DRMO) Equipment. The Contractor shall coordinate between the customer and the DRMO for pickup of equipment from the DRMO. Appropriate documentation shall be processed in accordance with DA Pam 710-2-1 and the IPBO SOP through the SRA.
- c. Intrusion Detection Systems (IDS). IDS are requisitioned off-line. After funding approval, the Contractor shall procure IDS equipment, ensure property accountability is established, and report receipt of property to the PMO (CDRL 512R038). The PMO will provide instructions for issue for the IDS equipment.
- d. Depot Loans. The Contractor shall process documentation and account for depot loans of equipment in accordance with special instructions.
- e. Centrally Funded Items. The Contractor shall coordinate with TRADOC and the Training Aids Support Officer to ensure that items of equipment that are centrally funded and procured for distribution throughout the Army are identified and to establish the proper accountability of these items upon request.

5.12.3.15.2.5 Other Property Book Transactions. Other property book transactions, such as transfers between hand receipts, lateral transfers, and temporary loans, shall be prepared and forwarded to the Installation Property Book Officer for review and approval prior to transaction completion.

5.12.3.15.2.6 Changes to Equipment TDAs and CTAs. The Contractor shall process customer requests for changes to the equipment TDAs and CTAs. Requests for commercial, non-standard items will be processed as follows:

- a. Items \$2,500 and over if approved by Director of Resources and Management (DR&M);
- b. Items below \$2,500 if approved by an O-6 commander (COMSEC Equipment). The Contractor shall take required actions to protect the security of all COMSEC equipment issued.

5.12.3.16 Turn-In For Disposal

The Contractor shall receive, inspect, classify, store, and dispose of used excess supplies and materiel in accordance with AR 710-2, STAMIS Manuals, and other applicable regulations. For turn-ins of more than 15 line items the Contractor shall schedule the time for turn-in at the request of the customer. Inspection and Classification processes approximately 11,400 items per year. Spring and fall cleanup, large building closures, changes in reserve and active unit status, and deployments may significantly increase the number of turn-ins.

5.12.3.16.1 Management Excess

5.12.3.16.1.1 Manage Excess. The Contractor shall manage excess materiel in accordance with STAMIS Manuals, AR 710-2, and other applicable publications. The Contractor shall review the excess disposition reports produced by STAMIS

monthly, annotate the report as to recommended action(s), and provide the annotated report to the COR (CDRL 512R039). For instructions directing items to the Depot for disposal, the Contractor shall obtain the COR's approval prior to input of the transaction.

- 5.12.3.16.1.2 Turn In Excess. The Contractor shall investigate and report excess creditable materiel returns to the wholesale supply system for which a DIC with advice code TP is received, if the value exceeds \$25.00, in accordance with STAMIS Manuals and applicable policies and procedures (CDRL 512R040).
- 5.12.3.16.2 Inspection and Classification. The Inspection/Classification Area shall be operated in accordance with the current external Standing Operating Procedure (SOP) "Logistics Classification/Turn-In Point", that details turn-in procedures to be used by supported customers.
 - 5.12.3.16.2.1 The Contractor shall recommend updates to the SOP as required, and shall implement all updates approved by the COR.
 - 5.12.3.16.2.2 The Contractor shall accept turn-in of "found-on-Installation" property in accordance with in AR 710-2.
 - 5.12.3.16.2.3 The Contractor shall provide those items to the finding customer as "free issues", authorized. If not issued, the Contractor shall process the turn-in as a receipt not due in. The Contractor shall provide a copy of the receipt and issue document, if applicable, to CBS-X central collection activity.
 - 5.12.3.16.2.4 Appointments. The Contractor shall schedule appointments for turn-in of materiel, supplies, and scrap during normal Fort Lee working hours, at the request of the customer.
 - 5.12.3.16.2.5 Walk-in customers. Customers arriving at Inspection/Classification on a walk-in basis (no appointment scheduled) shall be serviced by the Contractor as time and staffing allow. If a walk-in customer cannot be serviced within one business hour, the Contractor shall schedule an appointment for the customer to return within one work day. Customers will only be serviced on a walk-in basis if they have 15 or fewer line items for turn-in.
 - 5.12.3.16.2.6 Documentation. The Contractor shall ensure turn-in documentation is complete before accepting turn-in. The Contractor shall ensure that DA Form 2765-1, DD Form 1348 series documents, or other appropriate form is used and properly filled out by the turn-in customer.
 - a. The Contractor shall classify items accepted for turn-in within six working days after receipt and shall process the turn-in document into STAMIS within one work day after the item is classified.
 - b. The Contractor shall screen paperwork to determine if the item to be turned in has a classification code. The Contractor shall verify that classification paperwork and disposition instructions accompany turn-in when required.
 - c. If property is Found on Installation, the Contractor shall prepare and process the required documentation and return it to inventory.

- d. Customers will submit a DA Form 2765-1 for standard NSN and nonstandard NSN items available in Free Turn-In Point. The Contractor shall verify that the DA Form 2765-1 includes the customer's unit document number, NSN, unit of issue, and quantity of items requested.
 - e. The Contractor shall receive turn ins of items on DA Form 3078 from units for individuals who are AWOL, dropped from the rolls, deceased, or being discharged from the Armed Services.
 - f. The Contractor shall receive turn-ins from USAR, ROTC, and CIF on DA Form 2765-1.
- 5.12.3.16.2.7 Verification. The Contractor shall ensure that equipment turned in matches materiel listed on turn-in documents.
- 5.12.3.16.2.8 Table of Distribution and Allowance (TDA) Equipment. TDA equipment must be on hand, on order, or budgeted. Prior to accepting serviceable TDA equipment for turn-in, the Contractor shall determine if action has been taken to remove authorization from the TDA.
- 5.12.3.16.2.9 The Contractor shall be prepared to support special programs such as free turn-in without paperwork, as directed by the Government. The Contractor shall receive turn-in of excess/surplus, scrap/salvage, or unserviceable/not economically repairable items.
- 5.12.3.16.3 Identification. The Contractor shall identify by stock number all items that are turned in. If a stock number is not listed on the turn-in documentation, or if the stock number is invalid, the Contractor shall research the item in order to identify a stock number. If no stock number is available, the Contractor shall classify the item by Federal Supply Class and assign an MCN. It is estimated that the Contractor shall be required to research an average of 1200 unidentified items per month.
- 5.12.3.16.4 Inspection and Classification. The Contractor shall perform inspection and classification for all classes of supply. The Contractor shall code each item in accordance with STAMIS Manuals. The Contractor shall inspect, determine, and record the state of serviceability of all property turned in by units or activities. The Contractor shall note condition code, prepare turn-in documentation for each condition code for all items before requesting disposition instructions, and update STAMIS to reflect condition codes. After items have been classified, the Contractor shall ensure that items with separate classification codes are stored in separate locations.
- a. The Contractor shall classify, segregate, and account for items by condition codes within 10 working days after receipt. The Contractor shall annotate the turn-in document to reflect the quantities by condition codes.
 - b. The Contractor shall place condition Code A and B items in stock and set aside Code H items for future shipment to DRMO.
 - c. The Contractor shall process turn in documents into STAMIS within one working day after classification is completed.
- 5.12.3.16.4.2 Processing. The Contractor shall perform special processing for certain turned-in items. An average of 300 items per month require special processing. These items include, but are not limited to, those described below.

- a. Radioactive Equipment and Components. The Contractor shall hold most radioactive equipment for the annual collection of such materials. The Contractor shall, when shipping or transporting radioactive equipment and components, contact and coordinate with the Installation Safety Officer for instructions, comply with packing instructions so given, and ensure that the Safety Officer is present to witness and verify packing.
 - b. Hazardous Materials. The Contractor shall ensure that hazardous materials are properly labeled, handled, and stored; and shall ensure that the proper Material Safety Data Sheets are with each material. Prior to accepting hazardous materials for turn-in, the Contractor shall ensure that the turn-in documentation includes the party responsible for any costs associated with disposal of the material. The Contractor shall pack, ship, and transport hazardous materials in accordance with applicable laws, regulations, EPA guidelines, Army Regulations, and Section C-5.11.6 of this Contract. If an unidentified hazardous material is turned in, the Contractor shall notify and coordinate with the Environmental Management Office for pickup and disposal.
 - c. Automatic Data Processing Equipment (ADPE). The Contractor shall report ADPE as excess in accordance with AR 725-50, Requisitioning, Receipt and Issue System and DOD 4160.19-M, Defense ADPE Reutilization Manual (CDRL 512R041). The Contractor shall register with the Automation Resources Management System (ARMS) in order to report excess ADPE (See ARMS procedures in the Technical Library). DA Form 1348-1 shall be prepared for the turn-in of ADPE. DA Form 3161 with memorandum from DOIM and a memorandum stating that the hard drive has been degaussed shall be included with the turn-in documentation (CDRL 512R042).
 - d. Serial Numbered Equipment. The Contractor shall research property accountability documentation such as Reports of Survey, Cash Collection Vouchers, and Statements of Charge, prior to accepting for turn-in serial numbered items that are not documented on the hand receipt activity requesting turn-in. The Contractor shall provide appropriate instructions on each undocumented turn in. The Installation Property Book Officer shall be notified of the request for turn-in and the results of research the same day the request for turn-in is made.
 - e. COMSEC Equipment. The Contractor shall take required actions to protect the security of all COMSEC equipment received, and shall ensure that it is zeroed out prior to shipment.
 - f. Flags. The Contractor shall verify that a certificate of destruction accompanies the turn-in documentation for turn-in of flags in accordance with AR 840-10.
 - g. Clothing. The Contractor shall process turn-in of clothing items in accordance with AR 700-84 and AR 710-2.
- 5.12.3.16.5 Demilitarization. The Contractor shall perform demilitarization of items as required in disposition instructions. Historically, approximately 200 demilitarizations are performed per month.
- 5.12.3.16.5.1 Mutilation. The Contractor shall mutilate items as directed in the disposition instructions. Most demilitarized items will be cut up. The Contractor

shall certify demilitarization, prepare new turn-in documentation for the remaining scrap, and turn the scrap in to DRMO with both the documentation for the demilitarized items and the scrap.

5.12.3.16.5.2 Burning. The Contractor shall destroy flags and other items to be demilitarized by fire. Flag demilitarization shall be performed with proper deference to the flag and proper attention to safety. A fire extinguisher shall be present at all times while flags are being destroyed. After destruction, the Contractor shall certify demilitarization.

5.12.3.16.5.3 Weapons. The Contractor shall coordinate with DRMO and arrange for DRMO representatives to be present to certify demilitarization of weapons.

5.12.3.16.6 Disposition Instructions. The Contractor shall request disposition instructions from NICPs and other appropriate agencies, and shall act upon all approved disposition directions.

5.12.3.16.7 Disposal. The Contractor shall turn in items to DRMO and other disposition locations as directed. The Contractor shall utilize the Government recycling program to dispose of waste products whenever possible.

5.12.3.16.7.1 DRMO Deliveries. The Contractor shall obtain the COR's approval for disposal action before items are sent to DRMO. The Contractor shall be responsible for the loading and transportation of items to DRMO, and may be required to coordinate with DRMO prior to taking items to DRMO. The Contractor may be required to unload truck(s), by hand. Historically, an average of eight tractor trailer loads are delivered weekly.

5.12.3.16.7.2 Screening DRMO. Once each week, the Contractor shall screen DRMO for serviceable or reparable items.

5.12.3.16.7.3 Documentation. The Contractor shall, upon delivery of items to DRMO, obtain a stamped copy of turn-in document. The Contractor shall perform a 100% edit on the turn-in document and process it into STAMIS within one working day. If DRMO cannot complete documentation upon delivery of the property, the DRMO will mail the document(s) to the Contractor.

5.12.3.16.7.4 Examples. Examples of materiel, supplies, and scrap to be turned in are: copper, light metals, heavy metals, chemicals, cylinders, drums, special storage containers, used vehicle parts and direct replacement parts that have scrap value only, clothing, books, office equipment, used electrical motors, and vehicles.

5.12.3.16.7.5 Preparation. The Contractor shall follow all instructions for preparation of items to be turned in to DRMO or disposed in other ways.

a. Tools and tanks shall be empty and steam cleaned. The Contractor shall triple rinse tanks, prepare a letter indicating what the tank held and the chemical used to clean it, and include the letter with the turn-in documentation. An average of 25 items per month require special cleaning.

b. In the case of vehicles that will be driven to the disposal site, the Contractor shall leave only enough fuel in the tank to reach the destination. If the vehicle

has a known hazard, the Contractor shall provide two escort vehicles, one ahead of and one behind the vehicle being turned in.

- c. Generators shall be drained and the batteries removed.
- d. Controlled items shall be retained until disposition instructions are obtained from NICP.

5.12.3.16.7.6 Computers For Schools. The Contractor shall support a "computers for schools" program by receiving and storing ADPE that has been declared excess and which is available for disposal, and providing it to local school districts. The Contractor shall, upon direction by the Government, make all arrangements, and complete the required documentation. Historically, approximately 75 to 100 computers are provided to schools per year.

5.12.3.16.7.7 Holding Items for Installation Use. The Contractor shall maintain a list of customers who are looking for noncatalogued, standard commercial items. When such an item is received, the Contractor shall contact the customer and provide it to him or her. The Contractor shall hold such materiel for 30 days prior to disposal. Approximately 50 items per week are provided to customers.

5.12.3.17 Central Issue Facility (CIF)

The Contractor shall operate and manage a Central Issue Facility (CIF) for the issue, warehousing, and turn-in of Organizational Clothing and Individual Equipment in accordance with AR 710-2. The Central Issue Facility manages approximately 131 line items. Items of clothing may come in ten to fifteen different sizes. The Contractor shall maintain property book responsibility for OCIE in accordance with AR 710-2, DA Pam 710-2-1, and AR 735-5. The Contractor shall operate and manage the CIF daily during the hours 0600-1500 except Fridays and on holidays. The hours of operation on Friday (0600-1500) will be for emergency issue only. Fridays shall otherwise be for maintenance and internal CIF operations.

5.12.3.17.1 Automated System. The Contractor shall operate and maintain STAMIS used in the Central Issue Facility Operations to include input of data identifying issue and turn-in of clothing, modification of standard issue item sets based on direction from unit commanders, and addition of new items to the system upon receipt. Maintenance includes backup, upgrade, error identification, and error remediation. If the STAMIS is not operational, the Contractor shall make manual records of all transactions and input when the system is next available. The Contractor shall process daily STAMIS requirements as outlined in STAMIS Manuals (i.e., Transaction Register @ 1500 hrs daily). The Contractor shall review outputs to identify problems, (i.e., negative balances) and resolve all problems identified within one working day.

5.12.3.17.2 Accountability and Records

5.12.3.17.2.1 Maintain Accountability. The Contractor shall maintain accountability for all items in the inventory. The Contractor shall maintain a daily Transaction Register showing all actions taken during the day. The Contractor shall check for and correct discrepancies using the Transaction Register. The Contractor shall prepare and submit Inventory Adjustment Reports as required. The COR will have final approval authority for all Inventory Adjustment Reports.

- 5.12.3.17.2.2 Signature Cards. The Contractor shall maintain a file of approved Notice of Delegation of Authority – Receipt for Supplies (DA Form 1687) for organizational representatives authorized to request, receive, turn-in, or exchange OCIE at the CIF. The Contractor shall track and maintain signature cards for all hand receipt holders. When a signature card expires, the Contractor shall notify the holder of its expiration, and freeze issues and turn-ins to that customer until the card is updated. Permanent party military personnel are identified by assignment orders and valid active duty ID card. All military personnel are required to be entered into the STAMIS and have a valid active duty ID card present for their issue appointments.
- 5.12.3.17.2.3 Files. The Contractor shall maintain receipt and transaction files in accordance with applicable regulations. The Contractor shall maintain two years of files in active storage and the third year in inactive storage in accordance with AR 25-400-2.
- 5.12.3.17.3 Edit. The Contractor shall process incoming requisitions, lateral transfers, statement of charges, cash collection vouchers, turn-ins, and reports of survey and receipt documents for property accountability. Cash collection vouchers shall be processed as defined above under Property Book Office Reports.
- 5.12.3.17.4 Validate. The Contractor shall determine reports of survey, and statements of charges are for valid clothing record/hand receipt items before action is taken. The Contractor shall not re-issue or reconcile receipts until proper documents are received back in CIF.
- 5.12.3.17.5 Abstract. The Contractor shall prepare summaries of issues, turn-ins, and adjustments to abstracts from soldier's clothing record at least once weekly in accordance with DA Pam 710-2-1.
- 5.12.3.17.6 Requisitions. The Contractor shall submit requisitions for expendable/durable and non-expendable item in accordance with DA Pam 710-2-1.
- 5.12.3.17.6.1 Document Register. The Contractor shall maintain document registers for expendable/durable and non-expendable items. The Contractor shall assign appropriate document numbers to each request and post status and completed action.
- 5.12.3.17.6.2 Files. The Contractor shall maintain files for all suspense and supporting documentation assigned a document number. The Contractor shall maintain a due-in status file.
- 5.12.3.17.6.3 Follow-Up. The Contractor shall initiate requests for status of supplies with overdue delivery dates in accordance with AR 725-50 and DA Pam 710-2-1.
- 5.12.3.17.6.4 Posting. The Contractor shall receipt documents for Property Book items and post to the Property Book within three working days of the receipt day.
- 5.12.3.17.6.5 Hand Receipts. The Contractor shall prepare, maintain, and adjust hand receipts for all property book and durable items in accordance with AR 710-2, DA Pam 710-2-1 and Technical Manuals. The Contractor shall schedule appointments with hand receipt holders in order to update the hand receipt and assist the hand receipt holders in resolving problems. Hand receipts to customers

shall be updated not later than six months from the date of the first change document in accordance with DA Pam 710-2-1.

5.12.3.17.6.6 Permanent Party Files. The Contractor shall maintain a file of permanent party OCIE issue records, DA Forms 3645 and 3645-1. The Contractor shall retain turn-in records for permanent party personnel for one year from the date of turn-in.

5.12.3.17.6.7 Pickup. The Contractor shall receipt for pickup of shipments from the CRP within four hours of notification.

5.12.3.17.7 Funds. The Contractor shall prepare budget and funding requests for additional OCIE items at the direction of the COR.

5.12.3.17.8 SIDPERS Quarterly Reconciliation. The Contractor shall reconcile OCIE records with a copy of SIDPERS records documenting personnel losses and in accordance with AR 710-2 and resolve discrepancies as required.

5.12.3.17.9 Issue

5.12.3.17.9.1 Dressing Rooms. The Contractor shall maintain dressing rooms for customers to try on sized clothing. The dressing rooms shall be clean (free of trash and foul odors) and accessible within the immediate vicinity of the issue point.

5.12.3.17.9.2 Appointments and Emergency Issues. The Contractor shall issue items individually, to groups, or on temporary loan to authorized personnel by appointment. Bulk issues of clothing and equipment may be made to units to meet an emergency or to accomplish one-time training requirements. The Contractor shall ensure authorization by checking identification of the member requesting items for individual issue, and check signature authority for bulk issues.

5.12.3.17.9.3 Briefings. The Contractor shall brief members in groups and individually, providing information on items to be issued, size requirements, condition of issued items, time to complete the issue, and requirements for turn-in. The Contractor shall also advise customers on fit of clothing.

5.12.3.17.9.4 Like New Condition. The Contractor shall issue clothing and equipment to Military Police, honor guards, and band members in "LIKE NEW CONDITION", if available. The Contractor shall require a written memorandum from the unit commander for issues of other like new items.

5.12.3.17.9.5 Special Purpose Items. The Contractor shall issue special purpose clothing and equipment items to individuals, units, and student classes presenting the proper authorization documents.

5.12.3.17.10 Turn-Ins

5.12.3.17.10.1 Regular Turn-In. The Contractor shall accept turn-ins of OCIE. The Contractor shall determine serviceability of turn-ins. The Contractor shall have sleeping bags, cook, and medical whites and other items of OCIE designated by the COR laundered to ensure that issued items are clean and present a neat appearance. The Contractor shall hang clothing items that will otherwise crease.

The Contractor shall re-stock, repair, or dispose of turned in items as appropriate based on serviceability determination.

5.12.3.17.10.2 Permanent Departure Turn-In. The Contractor shall ensure that individuals permanently departing the Installation have accounted for all OCIE by turning in their items or presenting an appropriate adjustment document. The Contractor shall annotate Statements of Charges, Cash Collection Vouchers, or Reports of Survey as appropriate for lost articles prior to the customer submitting the form to finance, and accept them in lieu of items covered after payment at finance. The Contractor shall sign, stamp, and seal DA Form 137 only after accountability has been established.

5.12.3.17.10.3 Receipts. The Contractor shall provide a receipt to each customer turning in items.

5.12.3.17.10.4 Classification and Cleaning

- a. Inspect. The Contractor shall inspect and classify all OCIE prior to acceptance of turn-ins in accordance with DA Pam 25-30.
- b. Work Orders. The Contractor shall prepare work orders, DA Forms 2407, for items to be classified at least once a week. The Contractor shall retain copies of all open work orders on file.
- c. Laundry. The Contractor shall process and account for OCIE laundry twice a week. Quantities and types shall vary depending on units' turn-ins.
- d. Marking. The Contractor shall mark or mutilate unserviceable irreparable OCIE in accordance with DA message 201502Z March 1987, subject: "Marking of Unserviceable Clothing and Individual Equipment".

5.12.3.17.11 Exchange. The Contractor shall exchange items turned in by authorized personnel due to fair wear and tear, unserviceability, or improper fit. The Contractor shall not exchange items solely for laundering or because of discolored conditions that do not affect serviceability.

5.12.3.17.12 CIF Control

5.12.3.17.12.1 The Contractor shall compute operating levels and maintain stocks of each authorized item based on the annual requirements for OCIE and the number of personnel to be supported, which will be provided to the CIF by supported units and activities annually in accordance with AR 710-2. The Contractor shall turn in excess stock in accordance with AR 710-2.

5.12.3.17.12.2 The Contractor shall maintain a Property Book for non-expendable OCIE in accordance with AR 710-2, DA Pam 71-2-1, and the OCIE STAMIS or other authorized automated system.

5.12.3.17.12.3 The Contractor shall conduct a semiannual inventory of CIF stocks and submit appropriate inventory documentation and adjustments to the PBO in accordance with DA Pam 710-2-1 within 15 work days of inventory completion.

5.12.3.17.12.4 The Contractor shall prepare and submit a Summary of Operations Reports (RCS: CSGLD-1946) semiannually (June and December) in accordance with AR 710-2, DA Pam 710-2-1 (CDRL 512R043).

5.12.3.18 Ammunition Supply Point

The Contractor shall operate and manage an Ammunition Supply Point (ASP) adjacent to Fort Lee, VA in accordance with AR 710-2, AR 190-11, AR 190-51, TM 9-1300-206, TRADOC Regulation 700-2, QMCENFL Regulation 700-2, SB 742-1, TM 38-410, TB 9-1300-385, and other Federal, State, and local regulations and policies. The Contractor shall requisition, receive, store, safeguard, issue, ship, inventory, and report ammunition and explosives, and provide advice and assistance to authorized units and activities and satellite units at Fort Lee, VA to include Army Reserves, National Guard and ROTCs (Junior & Senior). The Contractor shall operate the ASP Monday through Friday during the hours of 0630 to 1500, excluding Federal Holidays. The Contractor shall issue ammunition as directed by the COR during other than regular duty hours. A point of contact (POC) shall be designated in writing and provided to the COR at Contract start date. The Contractor shall control access to the ASP during hours of operation. There is an estimated monthly inventory of 75 line items of various types of ammunition and explosives.

5.12.3.18.1 General.

5.12.3.18.1.1 Tours And Briefings. The Contractor shall provide ammunition briefings to new Army Ammunition Officers, ammunition sergeants, and unit commanders, and other personnel as determined by the COR. Briefings shall include on accountability, issue and turn-in, safety, and other information as requested.

5.12.3.18.1.2 The Contractor shall provide advice and assistance to authorized supported units/activities.

5.12.3.18.1.3 Indelible Ink. The Contractor shall post all entries in indelible ink to the following DA Forms: 444, 581, 1687, 2064, 3020-R, 3151-R, 4508, 5203 and 5811-R. All postings shall be made in accordance with DA Pam 70-2-2.

5.12.3.18.2 Ammunition Accountability

5.12.3.18.2.1 Stock Record Account. The Contractor shall maintain a stock record account recording all receipts, issues, inventory adjustments, disposal, suspensions, and out shipments of ammunition. The Contractor shall meet supply accounting performance standards in accordance with AR 710-2.

5.12.3.18.2.2 Ammunition Cards. The Contractor shall maintain a formal ammunition lot card (DA Form 3020-R) for each type of ammunition/explosive, recording receipts, issues, inventories, disposal, and suspension.

5.12.3.18.2.3 Inspections. The Contractor's records and files pertaining to all ammunition transactions shall pass annual TRADOC inspections.

5.12.3.18.2.4 Document Register. The Contractor shall maintain a Document Register of all transactions.

5.12.3.18.2.5 Reconciliation Of Issues And Turn-In. The Contractor shall perform a 100% reconciliation of all issues and turn-ins within 5 days of issue or turn-in.

5.12.3.18.2.6 Ammunition Inventory. The Contractor shall conduct a quarterly closed inventory of ammunition in accordance with AR 710-2. The closure will be

published in the USAG Weekly Bulletin before closure. The Contractor shall close for inventory no longer than three working days. The Contractor shall request from the COR that a disinterested party be selected to conduct inventory.

5.12.3.18.3 Ammunition Reports

5.12.3.18.3.1 Transactions Reports. All ammunition transactions shall be maintained in the Ammunition STAMIS and transmitted weekly to TRADOC HQ (CDRL 512R044). All training transactions shall be reported to TRADOC separately (CDRL 512R045).

5.12.3.18.3.2 Allocation Reports. Monthly allocation reports shall be submitted to TRADOC HQ indicating (in accordance with 120 day forecast) any shortages of allocated ammunition and status of any ammunition on order or received (CDRL 512R046).

5.12.3.18.3.3 Malfunctions. The Contractor shall investigate and report any ammunition/explosives malfunctions to the COR in accordance with AR 75-1 and DA Pam 738-750 (CDRL 512R047).

5.12.3.18.4 Ammunition Authorization. The Contractor shall ensure that each unit has a current DA Form 1687 in the ASP files prior to issuance of any ammunition/explosives. The Contractor shall also ensure that unit files include the current commander's Assumption Orders. The Contractor shall refuse requests for issue of ammunition or explosives by customer without a current DA Form 1687 on file.

5.12.3.18.5 Ammunition Information

5.12.3.18.5.1 Policy Documents. The Contractor shall prepare and distribute correspondence relaying guidance in ammunition and explosives supply, usage and handling procedure, and ammunition policies to all supported units within five working days of preparation or receipt (CDRL 512R048).

5.12.3.18.5.2 ASP Closure Notices. Upon receipt of approval for planned ASP closures, the Contractor shall submit a written announcement of closure to the USAG Weekly Bulletin (CDRL 512R049).

5.12.3.18.5.3 Ammunition Information Notices. The Contractor shall maintain a file of all ammunition information notices received and shall distribute copies to all affected units. The Contractor shall also take all actions required by the notices that affect the ammunition mission. The Contractor shall inform the QASAS of all changes in operations and procedures mandated by messages received by close of business on the day the message is received. Messages shall be maintained until they expire or are rescinded.

5.12.3.18.5.4 Ammunition Suspension Program. The Contractor shall maintain and update the Master Ammunition Suspension and Restriction Records for the Installation.

- a. Notices of ammunition suspended/restricted will be received by sequentially numbered message from TRADOC. Ammunition suspension supplemental notices shall be maintained until quarterly update of TB 9-1300-385 by AMCCOM is received. At time of receipt of the update, all supplemental notices

shall be screened to ensure that they have been published in the quarterly update. The Contractor shall notify the QASAS of any supplements which are not published in the quarterly update of the TB 9-1300-385. The Contractor shall notify the QASAS of any messages not received in sequential order or missing messages.

- b. The Contractor shall post, and remove from issue status, suspended lots of ammunition and explosives within two hours after receipt of notice. Suspensions and restrictions shall be posted on the affected Lot Locator records, or Deport Surveillance Record (DSR) card in accordance with DA Pam 710-2-2. The Contractor shall use DA Form 3782, Suspended Notice, to identify stocks in storage that are prohibited from issue and use. The Contractor shall notify the QASAS when messages received require ammunition condition code changes.

5.12.3.18.6 Ammunition Storage Areas. The Contractor shall store ammunition and explosives by compatibility groups in ASP igloos in strict compliance with provisions of AR 190-11.

5.12.3.18.6.1 Access Roster. The Contractor shall provide the COR with an access roster listing personnel authorized entry to the ASP (CDRL 512R050). The Contractor shall update the access roster as required to keep it current. The Contractor shall post the approved access roster on the door of each bunker.

5.12.3.18.6.2 Physical Security, Safety and Fire Prevention. The Contractor shall ensure security and safety of restricted areas containing ammunition/explosives in accordance with AR 190-11. The Contractor shall prominently display safety precautions at entrances to ammunition/explosive storage areas, and shall deny entrance to the areas to personnel and equipment exhibiting violations of these precautions. The Contractor shall inspect safety precautions quarterly and make repairs and updates as required. Ground services on ordinance magazines and the weapons areas shall conform to requirements of the Commonwealth of Virginia and other applicable standards to minimize fire hazards. The Contractor shall not use gas-operated equipment within five feet of magazine openings.

5.12.3.18.6.3 Electronic Security. The ASP is protected by an Intrusion Detection System (IDS). The system is monitored by the Provost Marshal's Office (PMO). The Contractor shall notify the PMO by telephone before entering an ammunition igloo and if any problems with the IDS occur. When the IDS malfunctions, the Contractor will be notified by the PMO. The Contractor shall provide personnel to respond and open the ammunition igloo for repair as required. The Contractor shall respond to such calls within 30 minutes 24 hours a day, seven days a week. Historically, malfunctions have occurred approximately five times monthly or more.

5.12.3.18.7 Ammunition Stock Levels. The Contractor shall requisition ammunition and explosives based on active Army 90-day training requirement and other units' basic load requirements (BLRs).

5.12.3.18.7.1 Training Load. Fort Lee active Army 90-day training requirements will be furnished and updated by the Government. The Contractor shall review and validate requirements prior to submission to the COR for approval.

- 5.12.3.18.7.2 Operational Load. The Contractor shall requisition, receive, account for, store, issue, and maintain all authorized operational loads of ammunition/explosives in accordance with FORSCOM Reg 700-3. Supported units will submit operational load requirements to the Contractor at the start of each fiscal year (Oct. 1).
- 5.12.3.18.7.3 Basic Load. The Contractor shall receive and file ammunition basic load requirements for units in accordance with FORSCOM Reg 700-4. The Contractor shall maintain ammunition for units being authorized a basic load. The unit will notify the Contractor of any changes in basic load requirements.
- a. The Contractor shall requisition and store, at the Installation ASP, only the To-Accompany-Troops (TAT) portion of each unit's ABL, as defined in FORSCOM Regulation 700-3, unless instructed to store the total ABL by the COR. The Contractor shall forward approved requisitions to the NICP for each unit's basic load in accordance with FORSCOM Reg 700-3.
 - b. The non-TAT portion of the ABL of units not designated to store their full ABL at Fort Lee shall be requisitioned by the Contractor for depot storage.
- 5.12.3.18.8 Ammunition Requisition. The Contractor shall not requisition allocated ammunition/explosives until monthly FORSCOM allocations are received from TRADOC. The Contractor shall adjust requisitions in order to meet projected shortfalls. The Contractor shall adjust requisitions for non-allocated small arms ammunition/explosives to the closest standard pack equal to or exceeding the quantity required. Requisitions for allocated small arms ammunition/explosives shall be adjusted to the closest standard pack equal to or less than the quantity required. Requisitions shall be transmitted or mailed to the NICP using DA Form 1348-1.
- 5.12.3.18.9 Receipt. The Contractor shall receive all ammunition shipments directly at the ASP unless otherwise directed by the COR. The Contractor shall inspect incoming trucks in accordance with TM 9-1300-206. The Contractor shall ensure that a Depot Surveillance Report (DSR) is received with each receipt. If not, the Contractor shall call the shipping depot and request one. The DSR shall be annotated with date received, amount of ammunition received, document number of requisition, and the shipping depot by the Contractor. Each future issue or turn-in under this DSR lot number must be written on the DSR. Surveillance information found on the DSR, such as last inspection and type of inspection, shall be entered into STAMIS whenever receipt is also entered.
- 5.12.3.18.9.1 Loading and Warehousing. The Contractor shall unload and store all ammunition received at the ASP. The Contractor shall inspect all incoming ammunition/explosives shipments prior to off-loading, during off-loading, and prior to storage for any unsafe condition. The Contractor shall obtain certification of receipt from the COR.
- 5.12.3.18.9.2 Records Updates. The Contractor shall post the accompanying DD Form 1348-1 to applicable records as specified in STAMIS Manuals within one working day after receipt. The Contractor shall annotate the DA Form 3020-R, Magazine Data Card (approximately 200 cards monthly), with the receipt as specified in paragraph 3-17, FM 9-38, and paragraph 4-1b, TM 9-1300-206. The

Contractor shall count the stack of ammunition prior to and after stocking receipts to the validate quantity on the Magazine Data Card.

5.12.3.18.10 Ammunition Storage Actions.

5.12.3.18.10.1 Re-warehousing. The Contractor shall comply with the provisions of TM 743-200-1 which requires that re-warehousing and intra-depot locations change of Class V related items be controlled by use of Ammunition Transfer Record (DA Form 4508). The Contractor shall obtain approval from the COR prior to re-warehousing.

- a. The Contractor shall rearrange pallets, magazines, and igloos to maintain continuous authorized compatibility, to ensure that like items are stored together, and to create storage space for incoming items.
- b. One ammunition igloo will be utilized by the Government for Military Police personnel. The Contractor shall not have access to this igloo unless approved by the COR.

5.12.3.18.11 Ammunition Issue.

5.12.3.18.11.1 Documentation.

- a. Issues shall be initiated upon receipt of Request for Issue/Turn-In of Ammunition, DA Form 581, from the customer. The Contractor shall verify that the customer is listed on a current DA Form 1687 authorizing the customer to pick up ammunition. The Contractor shall verify that the DA Form 581 is prepared in accordance with AR 710-2 and shall ensure that all required approvals have been obtained by the unit prior to making the issue.
- b. The Contractor shall date and time stamp the DA Form 581. After the DA Form 581 is stamped, the Contractor shall annotate any restrictions and return the Organizational Copy to the customer. The Contractor shall process the issue as prescribed in STAMIS Manuals. The Contractor shall enter the information on the requested ammunition into STAMIS and manually transcribe information produced by the automated system to the DA Form 581.
- c. The Contractor shall provide the customer with a "Residue" sheet annotating the amount of residue, by pound, the customer is required to turn-in upon completion of training.

5.12.3.18.11.2 Physical Issue.

- a. The Contractor shall make issues from the ASP by appointment. The Contractor shall schedule appointments after the customer has had DA Form 581 processed and approved. The Contractor shall begin the issue within 25 minutes after customer's arrival at the ASP. Basic Load ammunition shall be issued within 4 hours upon receipt of request. The Contractor shall make other immediate issues as approved by the COR.
- b. Prior to issuing ammunition, the Contractor shall ensure that the unit has prepared and signed, by an individual certified to sign, DD Form 836, Shipping Paper and Emergency Response. Ammunition/explosives shall be issued to

supported units/activities by lots, issuing the oldest lots first. This system of issues shall negate any type of pre-planned stock reposition/rotational system.

- c. The Contractor shall select items to be issued, forklift load palletized items, monitor the units in blocking and bracing the load in the vehicles or trailers, and monitor loading of other items on unit vehicles as specified in AR 190-11, TM 9-1300-206, DOD 5200.76-M, and AR 710-2. The Contractor shall verify lot numbers and amounts issued of sensitive items prior to release.
 - d. The Contractor shall post the amount issued as a decrease to the Magazine Data Card, DA Form 3020-R, as specified in paragraph 3-17, FM 9-38. The Contractor shall count the stack of ammunition prior to and after issue to validate quantity on Magazine Data Card.
 - e. After completing the issue, the Contractor shall obtain the signature of the customer on DA Form 581. The Contractor shall complete posting of applicable records to STAMIS within two working days. The Contractor shall retain the Voucher File and Lot Locator copies and shall distribute the DA File and File copies to the Directorate of Plans, Training, Mobilization and Security (DPTMS), and the unit, respectively.
- 5.12.3.18.12 Ammunition Transportation. Customers are responsible for physically loading and transporting ammunition/explosives. The Contractor shall, however, direct and supervise the loading in accordance with the safety directions in TM 9-1300-206.
- 5.12.3.18.12.1 Vehicle Inspection. The Contractor shall ensure that the unit has prepared DD Form 626, Motor Vehicle Inspection, prior to issuing ammunition. In addition the Contractor shall inspect vehicles in accordance with: para 1h, AR 385-64; para 6-13b(1), TM 9-1300-206, and DOD 5100-76M prior to allowing entry into the ammunition storage area. The Contractor shall verify that all stipulations contained in the forms have been met and sign the forms. The Contractor shall ensure that vehicles used to transport arms and ammunition meet all safety requirements contained in AR 385-61. The Contractor shall ensure that each vehicle and trailer properly displays a warning placard and that ammunition loaded is compatible as specified in para 5-1, AR 385-55, and para 6-13b, TM 9-1300-206.
- 5.12.3.18.12.2 Vehicle Escort. The Contractor shall escort all vehicles that enter the ASP. The Contractor shall ensure posted speed limits are enforced. The Contractor shall escort the unit vehicles from the storage area to an assembly area before releasing them. The Contractor shall escort vehicles into the storage area to the proper unloading location and monitor the unloading of materials
- 5.12.3.18.12.3 Overnight Or Weekend Vehicle Parking. Units may have a requirement to park vehicles in the holding area within the ASP overnight or over a weekend. When this occurs, the Contractor shall complete DA Form 3151-R. The Contractor shall retain the original, shall place one copy on the stack of ammunition, and shall provide one copy to the unit. This requirement shall not eliminate the requirement for DA Form 581.
- 5.12.3.18.13 Ammunition Turn-In. The Contractor shall receive unused ammunition and recoverable components of ammunition issues (i.e., brass) and post it to the stock record account and ammunition STAMIS.

5.12.3.18.13.1 Notification of Turn-In Deadlines. The Contractor shall notify units by telephone when ammunition or residue is not turned in by the time frames noted below and shall document the phone call. If the unit does not respond in 5 working days after notification, the Contractor shall notify the COR in writing within two working days (51512R049). The established time frames for turn-in of ammunition and residue for reconciliation of a shoot are as follows:

- a. Active Army on post organization/activity: 5 working days
- b. Active Army off post organization/activity: 30 calendar days
- c. Local USAR and National Guard: 10 working days
- d. Out of town USAR and National Guard: 30 calendar days
- e. Active Army ammunition for saluting purposes, reveille, retreat, and funeral escort: 30 calendar days

5.12.3.18.13.2 Documentation. The Contractor shall receive Request for Issue or Turn-In, DA Form 581, for turn-in of serviceable ammunition, serviceable packing material, and residue. For Packing Material and Residue, the Contractor shall complete the Recoverable Ammunition Residue/Components Form, attach it to the DA Form 581, and return the form to the customer. The Contractor shall not process turn-ins unless DA Form 581s are prepared in accordance with AR 710-2.

- a. The Contractor shall begin the physical turn-in within two hours after completion of the editing and customer's arrival at the ASP. The Contractor shall compare the turn-ins (both live and residue) to the provided "Residue" sheet. If the pounds turned in are short of the required amount, the customer must provide a completed DA Form 5811-R explaining the loss of ammunition and residue.
- b. The Contractor shall maintain accountability on all unit turn-ins and reportable used packing material and certain specified ammunition components on the stock record account in accordance with AR 710-2.
- c. For less than five turn-in documents, the Contractor shall complete editing of the turn-in document within one hour after the turn-in document is received from the customer. The Contractor shall complete the editing functions for units with 5 or more turn-in documents within five working hours, after receipt from the customer. The Contractor shall stamp the copies of the DA Form 581 and DA Form 3151.
- d. The Contractor shall furnish a copy of DA Form 581 to DTMS when live ammunition is turned in.

5.12.3.18.13.3 Live Ammunition.

- a. Live Ammunition Training. The Contractor shall obtain training and written QASAS approval to inspect turn-in of live ammunition for reissue.
- b. The Contractor shall inspect the outside containers of live ammunition to verify they are free of mud and debris prior to acceptance. The Contractor shall refuse entry into the storage area until containers are clean or unless otherwise informed by the COR.

- c. The Contractor shall perform 100% verification that the unit has properly segregated serviceable and unserviceable ammunition, live rounds, unfired primers, explosives, and other dangerous material from inert residue. The Contractor shall verify that packing material is in a clean and dry condition.
- d. The Contractor shall not accept turn in of live ammunition which is not packed in the original containers without approval of the COR. The Contractor shall verify sealed containers/boxes against DA Form 581, but shall not open them. The Contractor shall open all unsealed containers/boxes to verify the amount, DODIC, lot number and serviceability, and shall off-load and place live ammunition in the assigned ammunition igloo if there are no discrepancies.
- e. Unused ammunition shall be inspected for serviceability and identification.
 - i. If serviceable, it shall be placed in the inventory for reissue.
 - ii. If unserviceable due to Fair Wear and Tear (FWT), the Contractor shall ensure that turn-in documentation is annotated FWT and includes a statement indicating why the item is unserviceable; e.g., that the item was issued in an unserviceable condition, did not seal in breech, or misfired.
 - iii. If unserviceable due to damage or because proper identification (such as lot number) cannot be reasonably ascertained, the Contractor shall notify the COR and follow disposition instructions. The Contractor shall contact the QASAS (located at Fort Pickett, VA) for advice on how to handle any live ammunition being turned in that appears to be damaged. The Contractor shall ensure that ammunition that has become unserviceable through other than FWT or that has been lost is accounted for by a Report of Survey or Statement of Charges by the unit as specified in AR 735-5.
 - iv. In instances where small arms cartage cases are not recovered due to having been expended during moving exercises where it is not practical or possible to recover such case, the Contractor shall not accept turn-in unless the unit provides DA Form 5811-R Certificate - Lost or Damaged Class 5 Ammunition Items. The Contractor shall ensure that the DA Form 5811-R includes a signed statement by a responsible unit officer which indicates that rounds were expended and providing the reason that they could not be recovered.

5.12.3.18.13.4 Residue and Packing Materials.

- a. The Contractor shall accept expended small arms brass as serviceable property. The Contractor shall screen brass for live rounds. When live rounds are found the Contractor shall not accept the brass, and shall inform the COR of the incident. The Contractor shall weigh each caliber separately and credit the customer for turn-in.
- b. The Contractor shall ensure that turn-in documents are annotated with "THERE IS NO LIVE AMMO" and that the annotation has been signed by the unit commander or equivalent.
- c. The Contractor shall review turn-in documents to determine the amount of packing material rendered unserviceable through other than FWT or lost. The

Contractor shall verify the statement indicating that relief from responsibility documents have been initiated prior to accepting materials for turn-in.

- d. The Contractor shall ensure that requests for turn-in of packing material reflecting an excess shortage are accounted for in accordance with AR 735-5.

5.12.3.18.13.5 Amnesty Program. The Contractor shall accept, without documentation, ammunition turned in under the Amnesty Program, as outlined in AR 710-2. The Contractor shall report the type of ammunition, serviceability, and quantity to the COR within 1 hour after receipt. The Contractor shall prepare DA Form 581 for all Amnesty Program ammunition turn-ins (CDRL 512R051).

5.12.3.18.14 Depot Returns/Disposal. The Contractor shall separate items designated for DRMO and Depots. The Contractor shall load conveyances with designated items in accordance with paragraph 6-11c and 6-13b(3), TM 9-1300-206, and AR 55-355, respectively. The Contractor shall complete posting of applicable records within two working days after shipment is made.

5.12.3.18.14.1 Live Ammunition.

- a. Excess ammunition/explosives shall be reported to the NICP or to TRADOC HQ if contained on TRADOC list of items requiring allocation (CDRL 512R052). The Contractor shall dispose of ammunition and explosives in accordance with instructions received from NICP or TRADOC HQ.
- b. Live ammunition shall be stored until economic shipment quantities are stocked. At such time, disposition instructions shall be requested from the NICP (AMCCOM) for excess and unserviceable (condition code "H") ammunition. Disposal of damaged and other unserviceable live ammunition shall be accomplished in coordination with the supporting Explosive Ordnance Disposal (EOD) detachment, and range control personnel at Fort Belvoir. Historically, shipments are made to Depots when a pallet load is accumulated.

5.12.3.18.14.2 Residue and Packing Materials. Recoverable components of ammunition and packing materials shall be stored until economic shipment quantities are stocked. The Contractor shall prepare DD Forms 1348-1 when packing materials have accumulated in large enough quantities for shipment. The Contractor shall submit the turn-in request to the COR for approval prior to DRMO shipment. Historically, shipments are made to DRMO when enough residue has accumulated to fully load a 2-1/2 ton truck. The Contractor shall palletize and band each type of ammunition residue, and label it with "NO LIVE ROUNDS". The Contractor shall transport designated items to DRMO in accordance with TM 9-1300-206.

5.12.3.19 Bulk Fuels

The Contractor shall store and issue bulk fuel and shall operate the Fuel Dispensing Facility. The Contractor shall requisition, receive, issue, inventory, and account for fuel in accordance with AR 11-27, AR 710-2, DA Pam 710-2-1, FMs 10-18, 10-69 and DOD 4140.25-M. The Contractor shall consolidate, forecast, requisition, issue, receipt, report, and manually maintain accountability for bulk petroleum fuels for the Installation.

- 5.12.3.19.1 Storage. The Contractor shall maintain at least the required levels of bulk fuel for peacetime storage and war reserves in accordance with AR 710-2. Additional storage of fuel shall be at the discretion of the COR based on market conditions and foreseen supply shortages.
- 5.12.3.19.2 Safety. The Contractor shall ensure that fuel spills do not occur, and shall maintain all required fuel spill kits in complete working order. The Contractor shall maintain all safety and fire equipment required. In the event of a spill, the Contractor shall provide first response and shall notify the COR and the Installation Hazardous Materials Response Team immediately.
- 5.12.3.19.3 Delivery. The Contractor shall order fuel for the FDF and all other fuel storage tanks on the Installation, inspect fuel as it arrives, direct drivers to the fuel storage location, ensure that fuel is put into tanks to the appropriate level for the fuel type and weather conditions, and that safety procedures are followed correctly. The Contractor shall ensure that correct amounts of fuel are delivered.
- 5.12.3.19.4 Tracking. The Contractor shall track costs associated with diesel fuel to include excise taxes that are required to be paid on diesel fuel used to power highway vehicles. The Contractor shall process and record discrepancies in accordance with AR 710-2.
- 5.12.3.19.5 Inventory. The Contractor shall perform a monthly inventory of each storage tank and each tank truck with fuel stored on board to reflect the inventory as of 0800 hours the first day of each month, in accordance with AR 735. Contractor shall submit inventory adjustment documents to the COR for approval (CDRL 512R053).
- 5.12.3.19.6 Quality Surveillance. The Contractor shall perform petroleum quality surveillance on all petroleum products under its purview, in accordance with AR 710-2.
- 5.12.3.19.6.1 Bulk Petroleum Quality Control Program. The Contractor shall maintain a quality control program to ensure bulk petroleum fuel products meets military specifications through testing, sampling of products, and maintenance of the dispensing system, in accordance with DA Pam 710-2-1, AR 710-2, and FM 10-69. The Contractor shall ship samples in accordance with DA Pam 710-2-1.
- 5.12.3.19.6.2 Inspections and Sampling. The Contractor shall coordinate and support all inspections of fuel facilities. The Contractor shall notify the COR of all inspections that occur, and provide to the COR copies of all resulting notifications and findings. The Contractor shall provide fuel sampling as required by the EPA and other regulatory agencies.
- 5.12.3.19.7 Petroleum Distribution Facility. The Contractor shall operate and maintain the Fuel Dispensing Facility (FDF) (Building P-6295) and its automated systems for dispensing fuel into Government-owned vehicles and equipment. The Contractor shall also provide refueling coordination and capability in other locations as required.
- 5.12.3.19.7.1 FDF Operation.
- a. The FDF is normally operated as a self-serve facility using credit cards. The Contractor shall ensure that the FDF automated systems are operational 24

hours a day. If the automated system is down, the Contractor shall attend the station during normal Installation operating hours and shall provide a point of contact for obtaining fuel during other hours. When the FDF automated systems are down, the Contractor shall obtain the credit card number, signature, and grade for each recipient of fuel and shall enter the information on a DA Form 3643 at the time of issue. The Contractor shall use a separate DA Form 3643 for each day of manual issues. When the automated system is returned to service, the Contractor shall enter all the manually collected data into the automated system.

- b. The Contractor shall prominently display a sign at the fuel dispensing facility with the telephone number for customers to call during duty or non-duty hours if they are unable to get fuel for any reason. This number shall also be used for emergencies such as fuel spills or unsafe situations. The Contractor shall respond to customer's call within 10 minutes during duty hours and within 60 minutes at all other times.
- c. The Contractor shall be responsible for safe and reliable operation of fuel pumps and fuel tanks, and shall comply with all safety standards and precautions as outlined in TM 10-1101. The Contractor shall immediately notify the COR of any problems. The Contractor shall perform operator maintenance on all fuel facility equipment and fuel service vehicles.
- d. During emergencies, the Contractor shall attend the FDF as required to fulfill re-fueling requirements.
- e. The Contractor shall pump large quantities of fuel as requested by account holders, and shall ensure that the amounts pumped manually are measured and recorded accurately.

5.12.3.19.7.2 FDF Documentation.

- a. The Contractor shall prepare a document register and issue a document number for each fuel issue. Issue documents for fuel transactions shall be processed into STAMIS within two working days after issue is made. The Contractor shall summarize issues to GSA vehicles and process these transactions into the last STAMIS cycle of the month.
- b. The Contractor shall verify the automated monthly output report at the end of the last working day of each month and provide a copy to the COR (CDRL 512R054).
- c. The Contractor shall process receipt documents for items received from the depot into STAMIS within two working days after the items are received.
- d. The Contractor shall prepare DA Form 1854-R Daily Transfer Summary for off-Installation customers so that charges can be properly processed through STAMIS.

5.12.3.19.7.3 FDF Issues. The Contractor shall volume correct fuel issues which equal or exceed 3,500 gallons in accordance with AR 710-2, and record the following data on issue document: Temperature and API of fuel in block K, gross gallons in block Q, and net gallons in block S.

5.12.3.19.7.4 FDF Receipts.

- a. The Contractor shall receive bulk petroleum fuels and packaged petroleum products in accordance with AR 710-2, DFSC Contract Bulletin for Region VI, Volume II; and STAMIS Manuals.
- b. The DFSC fuel qualitative surveillance listing will be provided to the Contractor. The Contractor shall prepare a DD Form 1348-1 for shipment to DRMO of quantities on hand of items which no longer meet military specifications and shall obtain approval of disposal action.

5.12.3.19.7.5 FDF Fuel Usage and Supply.

- a. The Contractor shall monitor fuel usage. This includes ensuring that all manual fueling activities are recorded, entering manual activities into the STAMIS, and tracking daily fuel consumption.
- b. The Contractor shall maintain adequate levels of gasoline in tanks so that fuel is always available. The Contractor shall order and receive fuel when necessary to maintain adequate supplies, after approval from the COR, and verify the amounts received. Historically, 1500 gallons remaining in each tank has been the reorder point.
- c. The Contractor shall maintain control, accountability, and documentation for fuel consumption, delivery, and storage in accordance with AR 710-2 and DA Pam 710-2-1.

5.12.3.19.8 Credit Card Issue And Control

5.12.3.19.8.1 FDF Credit Cards. The Contractor shall provide permanent and temporary accounts to authorized customers for the purchase of fuel from the FDF.

- a. Fuel shall be issued and accounted for by use of an automated fuel dispensing system. Credit cards specifically designed for the system shall be required by each authorized customer to receive fuel. The Contractor shall develop and implement procedures to order, stock, secure, imprint, and issue the credit cards.
- b. The Contractor shall issue imprinted credit cards to each authorized customer. The cards shall contain sufficient data to identify and properly bill customers. The Contractor shall maintain a stock of blank credit cards and an imprinting device to issue cards to new customers or replacement cards which have been lost, damaged, or destroyed.
- c. The Contractor shall issue credit cards for system accounts when a customer provides a memorandum requesting a card and providing the vehicle bumper sticker number, the fuel type, and a funds cite.
- d. The Contractor shall track credit card usage, ensure that funds are available for credit card withdrawals, and provide account information to account holders as requested.
- e. The Contractor shall prepare invoices to obtain reimbursement from supported Installation activities as directed by the COR.

5.12.3.19.8.2 Other Credit Cards. The Contractor shall issue Government-provided U.S. Government credit cards (SF 149) to user organizations with extended dispatch vehicles maintained off-Installation, and to on-call dispatch users making COR-approved trips sufficiently beyond the permissible operating distance to require refueling and/or other services before returning to the Installation.

- a. The credit cards may be used for authorized purchases only. All unauthorized purchases shall be reported to the COR.
- b. Users shall be required to submit completely filled-out invoices for all credit card charges. The Contractor shall verify information from credit card bills and vendor invoices. The Contractor shall check each line of the statement and compare monthly statements with each individual receipt and verify the information.
- c. The Contractor shall consolidate credit card receipts with oil company bills for verification of purchase. The Contractor shall remedy all discrepancies with the vendor and submit statements to the COR within five working days of receipt of each bill.
- d. The Contractor shall prepare an acceptance report (DD Form 250) for each oil company bill received and shall forward the acceptance report along with verification of purchase to DAO in accordance with DOD 4140.25-M and AR 710-2 after COR approval (CDRL 512R055).
- e. Credit card receipts and oil company bills received at the TMP for units that have their own credit cards shall be forwarded to the Government representative at the motor pool.

5.12.3.19.9 Heating Fuel

5.12.3.19.9.1 The Government will furnish to the Contractor a listing of facilities that use fuel oil at Contract start date. The listing will include the capacity of each tank. The Contractor shall be responsible for keeping the user list current.

5.12.3.19.9.2 The Contractor shall order and receive fuel oil for all facilities using oil. The Contractor shall maintain usage figures for heating fuel and shall provide them to the COR on demand (CDRL 512R056). The Contractor shall also project total fuel oil requirements furnish them to the COR as required (CDRL 512R057).

5.12.3.19.9.3 The Contractor shall respond to all heating fuel run outs 24-hours a day. Historically, fuel run outs occur five times during a heating season. The Contractor shall account for all dispensed fuel by quantity and location. The Contractor shall handle all incoming shipments of heating fuel in accordance with DA Pam 710-2-1.

5.12.3.19.9.4 All fuel and oil spills shall be reported to the DPW Hazardous Materials Handling Coordinator.

5.12.3.19.9.5 Reports. The Contractor shall prepare and submit the following reports.

- a. Requirements Submission Schedule for POL Products (RCS: AMC-120) in accordance with AR 710-2 and DOD 4120.25-M.

- b. Defense Energy Information Systems Report (RCS: DD-M(AR) 1313) in accordance with AR 710-2, AR 11-27, and the Army DEIS Data Entry System (ADDS) operating instructions (CDRL 512R058).
- c. DEIS 1 Data submitted to DPW for input by DPW (CDRL 512R059).

5.12.3.19.10 Disposition. The Contractor shall report excesses of Army-owned bulk fuel products to USAPC, including type of product, quantity, exact location of product, and latest laboratory test results (CDRL 512R060).

5.12.3.20 Reparable Exchange

The Contractor shall operate a reparable exchange activity (RXA) in accordance with AR 710-2 for parts that are authorized for removal, replacement, or repair by Materiel Maintenance or at a lower level at Fort Lee. The Contractor shall requisition, receive, store, issue, and account for all RXA items. The Contractor shall compute the requisition objective (RO), in days of supply (DOS), using all recurring demands in accordance with procedures outlined in AR 710-2 and STAMIS Manuals.

5.12.3.20.1 Requests. The Contractor shall process requests from supported units through STAMIS. Customers will submit requests to the RXA storage area on DA Form 2765-1. The Contractor shall ensure that the form is filled out correctly prior to issuing items.

5.12.3.20.1.1 The Contractor shall exchange the customers' unserviceable item with a serviceable item when available, or shall establish a due-out and make issue when the item becomes available.

5.12.3.20.1.2 When no stock is on hand and returns from repair or dues-in will not meet a customer RDD for a not mission capable supply request, the Contractor shall determine the fastest means to satisfy the demand and either work order the unserviceable reparable or process a high priority supply request.

5.12.3.20.1.3 The Contractor shall issue items when a like item is turned in, except for Initial Issue, increased stock levels, temporary loans, and lost or destroyed items. The Contractor shall not issue items without a like turn-in unless an explanation signed by the requesting commander, PBO, maintenance officer, or DA Form 1687-issuing authority is included with the request. The Contractor shall ensure that action is being taken under AR 735-5 to account for lost or destroyed items.

5.12.3.20.1.4 When an item is issued on temporary loan, the Contractor shall maintain a suspense file pending return of an unserviceable asset. The Contractor shall notify the COR when customers do not clear the loan with an unserviceable turn-in by the suspense date.

5.12.3.20.1.5 The Contractor shall obtain certification, in writing, that the unit commander has taken appropriate action under AR 735-5 when the condition of an unserviceable item was caused by other than fair wear and tear.

5.12.3.20.2 Requisition. The Contractor shall not submit a recurring demand request for RXA items when the request would result in excess quantities on hand unless approved by the COR. The due-in quantity, plus on-hand quantity (both serviceable and unserviceable), plus quantity on job order shall not exceed the RO quantity. The

Contractor shall pass authorized and approved requisitions to the depot on a case-by-case basis. The initial RO established for RXA items shall be the Mission Essential minimum stockage level and may be increased based on demand.

5.12.3.20.2.1 The Contractor shall review RXA listings quarterly and provide recommendations on changes to the list and stockage level of stocked RXA items. The Contractor shall include justification for all recommendations. The Contractor shall report recommendations to the COR and shall implement approved recommendations immediately.

5.12.3.20.3 Receipt. The Contractor shall receive serviceable and unserviceable RXA items turned in by customers. Serviceable assets that are not excess shall be stocked. Excess items (both serviceable and unserviceable) shall be reported to the appropriate NICP for disposition. The Contractor shall follow the disposition instructions received from the NICP.

5.12.3.20.4 Repair. Unserviceable assets that are not excess shall be submitted on job order to a commercial vendor for repair and returned to stock when repairs are complete. Job orders shall be submitted within three working days or receipt. The Exchange Cost (defined as the difference between the AMDP price of the asset and the AMDF price times the percentage contained in the Finance Code Table File (FINSFDLR) shall be annotated on the job order. The Contractor shall inspect assets returned from vendors and ensure that repairs have been performed correctly and that the item is serviceable. The Contractor shall place a tag on returned items that is annotated with the job order number, nomenclature, NSN, serial number, date of final inspection, and inspector's signature. The Contractor shall annotate the tag with the date and issuer's signature upon issue to a customer.

5.12.3.20.5 Tires. The Contractor shall report re-treadable tired identified on the TACOM National Retread Tire Program to the NICP utilizing the Report of Excess (FTE) process. TACOM will provide disposition instructions in response to the FTE. The Contractor shall contact a commercial vendor to have tires re-treaded. Tires that cannot be re-treaded shall be turned in to DRMO. The Contractor shall prepare and process a DD Form 1348-1 for salvage tires being sent to DRMO. The Contractor shall submit the DD Form 1348-1 to the COR for approval. The Contractor shall not allow more than 200 salvage tires to accumulate before initiating turn-in procedures.

5.12.3.20.6 Inventory. The Contractor shall perform annual wall-to-wall inventories simultaneously with other supply inventories in accordance with AR 710-2 and STAMIS manuals.

5.12.3.20.7 RX Items Report. The Contractor shall submit a report of RX items to the COR for review and approval on the first working day of each fiscal quarter (CDRL 512R061). The list shall contain stock number, item description, end item application, and recommended stockage level for each RX item. The Contractor shall modify the RX item list on request of the COR, and shall distribute the approved list to all units and activities authorized to use such stocks within three workdays of the date of approval.

5.12.3.21 Maintenance and Repair Parts Management

5.12.3.21.1 Shop Stock. In determining items authorized as shop stock, the Contractor shall use the criteria specified in AR 710-2 for a Maintenance Unit collocated with a

Supply Support Activity. The Government will limit authorization to requisition shop stock to the criteria in AR 710-2 or any commercial part-numbered Class IX repair part for commercially designed equipment.

5.12.3.21.1.1 Change to Requirement Levels. The Contractor may change requirement levels for shop stock items authorized by AR 710-2 that have a unit of issue of less than the quantity needed to repair an RXA component. The Requisitioning Objective (RO) and Reorder Point (ROP) may be increased to the next higher quantity required to repair one RXA component.

5.12.3.21.1.2 Essential Repair Part Stockage List. The Contractor shall stock items listed in the applicable Essential Repair Part Stockage List (ERPSL) as Stockage List Code (SLC) "M" in the Installation Supply Support Activity ASL. except Items used by the Contractor's Maintenance function only and these may be stocked as shop stock. The Contractor shall submit a request to the COR to change items from shop stock to ASL or to change requirement levels.

5.12.3.21.1.3 Revision of Supply Operation Files. The Contractor shall revise and update SAMS-I/TDA Supply Operations files monthly. The monthly revised "Users Report of Balance File" listing shall become the new approved shop stock list. The Contractor shall submit the January and July revised listing to the COR for review as specified (CDRL 512R062).

5.12.3.21.1.4 Non-ASL Shop Stock. The Contractor may stock items that meet shop stock demand support requirements or otherwise meet the requirements of AR 710-2, but that do not meet the Shop Stock ASL List (SSL), using the following criteria. If the item is not stocked in the Installation Supply Support Activity's ASL by a SLC other than "M," it may be stocked using SLC "M." The RO and ROP for these items shall be developed using SAMS-I/TDA or DA Pam 710-2-2 shop stock demand support criteria. The Contractor shall submit a request to the COR within 7 calendar days after each fiscal quarter requesting approval to adjust ASL levels to meet the RO(s) and ROPs accordingly. The Contractor shall request additions, deletions, and changes to the Installation Supply Support Activity's ASL requirement level to implement the approved ASL levels.

5.12.3.21.1.5 Inventory. The Contractor shall review and inventory Shop Stock in accordance with DA Pam 710-2-2, during December and June of each year. The Contractor shall prepare inventory adjustment documents in accordance with AR 735-5. The Contractor shall provide the inventory adjustment documents to the COR for review and approval. The Contractor shall perform causative research of inventory discrepancies of sensitive items, correct the cause of the discrepancy, and adjust the Stock Record Account to reflect actual quantities in accordance with AR 710-2, Chapter 4. The Contractor shall forward completed inventory adjustment report (IAR) documents to the COR within 15 calendar days after adjustment transactions have been processed to update on-hand balances.

5.12.3.21.2 Bench Stock. Bench stock is common items such as hardware, resistors, bulk hose, bulk tubing, metal, and paint.

5.12.3.21.2.1 Stockage Levels. The Contractor shall not request the requisition of any excess bench stock (quantities in excess of 45 days of supply (DOS)), unless the request contains a statement "Approved to exceed 45 DOS" and is signed by

the COR. Stockage levels of items replacing obsolete parts shall use the demand history of the obsolete bench stock items. Requisitions for kits containing individual parts not intended for use in a single repair operation shall require approval of the IMMO, DOL COR. Bench stock items shall meet the requirements of AR 710-2 and as specified herein.

5.12.3.21.2.2 Requests and Accounting. The Contractor shall account for and submit requests for requisition of bench stock items in accordance with AR 710-2, DA Pam 710-2-2, SAMS-I/TDA Supply Operations and as specified herein. The Contractor shall use SAMS-I/TDA in place of the DA Pam 710-2-2 Location Listing and Replenishment Tag. Bench stock items provided by the Government will be NSN/Military Standard Items when available.

5.12.3.21.2.3 Peculiar Class IX Parts. Class IX repair parts that are peculiar to a single series vehicle or end item shall be limited to a value of \$25.00 for mechanical items and \$50.00 for electronic items. Limiting values shall be the values of a single unit of issue.

5.12.3.21.3 Excess Repair Parts. The Contractor shall turn-in excess repair parts to the Installation Supply Support Activity within 10 calendar days after they become excess. Transfer of Supplies from Storage to Contractor Shop Stock Outlet. The Contractor shall process the request for issue within one work day after receipt of an MRO. The Contractor shall prepare DD Form 1348-1 for turn-in supplies in excess of authorized stockage levels and turn in supplies as specified in Section C-5.12.3.15.

5.12.3.21.3.1 Turn-In of Serviceable Repair Parts. The Contractor shall identify each issue of repair parts with a specific work order. The Contractor shall return serviceable repair parts not used for that work order to shop stock within three work days after work center completion of the work order. The Contractor may retain, as bench stock, serviceable repair parts that meet bench stock criteria.

5.12.3.21.3.2 Turn-In of Unserviceable Recoverable Repair Parts. The Contractor shall turn in unserviceable recoverable repair parts to the ISA in accordance with AR 710-2 as supplemented by Fort Lee's Installation Plan for Stock Funding of Depot Level Repairables (SFDLR).

5.12.3.21.3.3 Shop Stock Repair Parts. Shop stock repair parts shall be considered excess the first working day after the parts are listed on the SAMS-I/TDA Supply Operations monthly excess report as directed disposition.

5.12.3.21.4 Usage of Parts. The Contractor shall record the usage of repair parts and supplies on DA Form 2407. The Contractor shall prepare and forward all manual supply documents, including issues, turn-ins, purchase requests, and similar order and delivery documents, for review and signature of the COR prior to processing the off-line document.

5.12.3.21.5 Security, Storage, and Rotation of Supplies. The Contractor shall secure, store, locate, and rotate materiel maintenance supplies as defined in Section C-5.12.3.13.

5.12.3.21.6 Transfer of Supplies from Storage to Contractor Shop Stock Outlet. The Contractor shall, upon receipt of a Materiel Release Order (MRO), process the request for issue within one work day after receipt.

5.12.3.21.7 Component Exchange Program. The Contractor shall perform controlled exchange of components on end items selected for the Combat Vehicle Evaluation Program as specified in AR 750-1. The Contractor shall perform exchanges upon receipt of the end item in the Installation Supply Account or upon written approval from the owning unit. The Contractor shall process items under Repair and Return Programs as specified in Letters of Instruction (LOI) and as directed by the COR. The Contractor shall provide a copy of the document approving the component exchange to the customer.

5.12.3.21.8 Cannibalization Point

5.12.3.21.8.1 The Contractor shall operate a Cannibalization Point (CP) in accordance with AR 710-2 and DA Pam 710-2-2. The Contractor shall not maintain obsolete items in the CP which are obsolete. A list of all end items in the CP shall be provided to the COR quarterly. In addition, the Contractor shall:

- a. Designate individual(s) on DA Form 1687 to receive and issue CP items, and limit access to the CP storage area to these individuals.
- b. Load, receipt, transport, and off-load items from the Central Receiving Point to the CP.
- c. Remove the specified component from the end item and issue to the customer. The Contractor shall retain completed issue documents.
- d. Remove automatic return items from CP assets.

5.12.3.21.8.2 Records. The Contractor shall record all issues from the CP on either DA Form 2765-1 or DD Form 1348-6. The Contractor shall forward the receipt document (DD Form 1348-2) and equipment records (log book and DA Form 2408-9) to the COR for authentication on the day of receipt.

5.12.3.21.8.3 Authorization. The Contractor shall ensure that, in addition to the customer being authorized to draw parts from the CP, the customer is also authorized to perform the level of repairs associated with the parts. The Contractor shall not cannibalize equipment without prior approval of the COR.

5.12.3.22 Specialized Supplies and Materiel

The Contractor shall stock, store, requisition, receive, and issue various specialized supplies, materiel, and equipment.

5.12.3.22.1 War Reserve and Contingency Stocks. The Contractor shall be responsible for the receipt, storage, maintenance, and issue of war reserve and contingency stocks designated by the Government for reserve and contingency operations.

5.12.3.22.2 Sensitive and Classified Materiel. The Contractor shall receive, issue, account for, store, safeguard, and dispose of sensitive and classified materiel in accordance with DOD 5100.76-M and DOD 5220.22-M. The Contractor shall ensure that only personnel with proper security clearances have access to this property type. Serial numbers shall be recorded and items requiring limited access shall be segregated and stored in a secure area. The Contractor shall be responsible for security of these items during work hours. The Government will provide security

during non-duty hours. The Contractor shall, immediately upon receipt, store sensitive items in a secure area.

5.12.3.22.3 Cash Meal Payment Books. The Contractor shall request, issue, and reconcile Cash Meal Payment Books in accordance with AR 30-1 for supported activities.

5.12.3.22.4 Hazardous Materials. The Contractor shall receive, package, label, transport, temporarily store, and process hazardous Government property, to include but not be limited to, paints, thinner, and pesticides for turn-in through the DRMO in a safe and secure manner in accordance with Department of Transportation regulations (29 CFR 100-198), the Toxic Substances Control Act (PL 94-469), the Resource Conservation and Recovery Act (PL 94-580), Occupational Safety and Health Administration Standards (29 CFR 1910), and as directed by the COR.

5.12.3.23 Special Support Programs

The Contractor shall perform a variety of support functions directly related to accomplishment of the Fort Lee supply Mission. These include the first line actions required to comply with in-place safety, security, HAZMAT, internal controls, and environmental programs, as well as quality control programs such as Velocity Management and the Army Performance Improvement Criteria (APIC) program. The Contractor shall collect related data, complete appropriate forms and reports and maintain information as they apply to supply and services operations. These tasks are generally performed by first line supervisors and include actions such as accident reports, security checks, initial reporting of HAZMAT or environmental incidents, and identifying, tracking, and improving upon performance measures for supply operations.